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9/21/00

Sunshine Ordinance Task Force

City Hall
Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-7724
Fax No. 554-5163
TDD/TTY No. 544-5227

COMPLAINT COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

AGENDA
Thursday, September 21, 2000
4:00 p.m.
City Hall, Hearing Room 421

Committee Members

Judy Appel, Chair
Bruce Brugmann
Daniel Guillory

Agenda Changes

1. Complaint of Gloria R. Tulanowski regarding Planning Department posting violations.

   Possible action item.

2. Complaints of John Jenkle, Center for Preservation of Horses

   Complaint No. 13: Blocked public comment by supervisor committee
   Complaint No. 14; Agenda description not followed by Burton Trust Res. 00-46
   Complaint No. 15: Produce public record that allowed Supervisor abuse

   Possible action item.

3. Mission Statement and Work Program

   Possible action item.

4. Public Comment

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ROOM 244, RECEPTION DESK

Disability Access: The hearing room is wheelchair accessible.

Translators: When requests are made by 4:00 p.m. of the Friday before a Monday or Tuesday meeting, or 48 hours before a Wednesday, Thursday or Friday meeting, agendas for meetings are available to hearing and sight impaired persons.

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KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

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COMPLAINT COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

MINUTES

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Thursday, September 21, 2000
4:00 p.m.
City Hall, Hearing Room 421

Committee Members

Judy Appel, Chair, present
Bruce Brugmann, present
Daniel Guillory, present

3. Mission Statement and Work Program

Motion adopted approving the attached Mission and Work Plan to present to the Task Force. (Guillory/Brugmann)

1. Complaint of Gloria R. Tulanowski regarding Planning Department posting violations.

Motion adopted approving the following from the Memorandum from the Deputy City Attorney dated September 21, 200 regarding this complaint. (See attached memo) The Committee stated they had/had not subject jurisdiction on the following: (Appel/Guillory)

#1 yes
#2 yes
#3 yes
#4 no
#5 no
#6 yes
#7 no
#8 (i) yes
#8 *ii) no
#8 (iii) no
#8 (iv) yes

#8 (v) no
#9 (i) no
#9 (ii) yes
#9 (iii) yes

This complaint will be heard before the Task Force on September 26, 2000.

2. Complaints of John Jenkle, Center for Preservation of Horses

Complaint No. 13: Blocked public comment by supervisor committee
Complaint No. 14; Agenda description not followed by Burton Trust Res. 00-46
Complaint No. 15: Produce public record that allowed Supervisor abuse

Motion adopted to recommend a hearing on all three complaints. (Brugmann/Guillory)

Suggestion was made to invite Sue Hestor to the hearing.

4. Public Comment

Bill Barnes addressed the committee expressing concerns regarding noticing requirements from Planning Department.

The meeting adjourned at 6:00 p.m.

Submitted by Donna L. Hall, Administrator

San Francisco Sunshine Ordinance Task Force

Complaint Committee

[DRAFT] Mission and Work Plan

9/26/00

Mission

The Complaint Committee will facilitate the complaint process of the Sunshine Ordinance Task Force, towards the goal of helping members of the public obtain the greatest possible access to city government that is permissible by law.

Work Plan

Towards this end, the Complaint Committee shall:

1. Thoroughly review petitions/complaints submitted to the Sunshine Ordinance Task Force (SOTF) so as to ensure their prompt and satisfactory resolution.
2. Make a determination regarding subject matter jurisdiction after hearing the recommendation made by the city attorney.
3. Where the SOTF has jurisdiction and a hearing has been requested, the committee will prepare for the hearing by identifying pertinent legal questions and requesting the necessary legal research, identifying key issues for questioning at the hearing, making sure that all of necessary and other helpful parties have been invited to the hearing, and assisting in the determination of possible conflicts of interest.
4. Where the SOTF has jurisdiction and no hearing has been requested, the committee will first ask the SOTF Administrator to ask the complainant if

they want a hearing held on their complaint, and if no hearing is desired, the committee will make an Order of Determination based on the petition/complaint, supporting materials, the response of the City entity in question, and any other relevant information for recommendation to the full SOTF.

5. Work with the SOTF Administrator and legal counsel to further the best level of communication between the SOTF, members of the public and representatives of the city policy body most knowledgeable about the allegations made in a complaint.
6. Ensure that the SOTF, the SOTF Administrator and the city attorney are all following the complaint procedure. This includes helping to make sure that the representatives of the city are cooperating with requests for responses to complaints and sending a representative to the hearings.
7. Review and revise the complaint procedure as needed, and make recommendations to the full SOTF regarding any proposed changes.
8. Address any additional concerns regarding the complaint process and make recommendations for reform to the full SOTF.
9. Other duties as may be determined by the committee or assigned by the full SOTF.

CITY AND COUNTY OF SAN FRANCISCO

LOUISE H. RENNE
City Attorney

OFFICE OF THE CITY ATTORNEY

JACQUELINE P. MINOR
Deputy City Attorney

DIRECT DIAL: (415) 554-4703
E-MAIL: jacqueline_minor@ci.sf.ca.us

September 21, 2000

MEMORANDUM

TO: Sunshine Ordinance Task Force

FROM: Jacqueline Minor
Deputy City Attorney

RE: **Complaint to the Task Force re: Planning Commission**

We have reviewed the complaint filed by Gloria R. Tulanowski on behalf of the Haight-Divisadero Neighbors & Merchants Association to determine whether the Sunshine Ordinance Task Force has jurisdiction to consider the complaint. The complaint concerns actions taken by the Department of City Planning and the City Planning Commission with respect to a Request for Conditional Use Authorization sought by Sprint, pursuant to Section 711.83 of the Planning Code, to install antennas and a base transceiver station on the roof of a commercial building located at 1100 Oak Street.

We summarize the allegations of the Complaint below:

1. The Notice of Hearing by the City Planning Commission on the conditional use authorization was not mailed to the complainant neighborhood association.

2. The Notice of Hearing listed the applicant's address in a manner that, although consistent with the information in the Tax Assessors Office, created confusion and was misleading to the public and the Post Office because there is no such publicized or recognizable address.

3. No public notice was posted at the building site to alert the public and allow due process.

4. Three days before the public hearing, the development project manager held a community meeting and claims to have mailed notice of the meeting to owners and neighbors within a 300-foot radius of 1100 Oak Street. Many persons claim the notice was not received by them.

5. The meeting was inappropriate and untimely for proper review and consideration, based on the facts as alleged in No. 4 above.

6. The Planning Commission's file on this matter had no copy of newspaper public notice of meetings on the matter, nor copies or originals of letters and phone calls by concerned individuals.

7. At the first scheduled hearing of the Planning Commission, the community was granted a continuance based on issues that were raised at the hearing but not answered by the Department of City Planning staff person assigned to the matter.

Memorandum

TO: Sunshine Ordinance Task Force
DATE: September 21, 2000

8. (i) The property owners and residents of the community were not given notice of the second scheduled Planning Commission hearing, on January 13, 2000, and no public notice issued for that meeting; (ii) the Department staff person answered one question put to the Commission at the first meeting, but failed to answer another question asked; (iii) a member of the Commission stated that the Department staff person handling this matter is now working for Sprint Wireless Telecommunications; (iv) when the complainant stood to speak to the Commission, the Commission President, who was absent from the December 13, 1999 meeting, refused to allow the complainant to speak, claiming "The meeting on this issue was a 'closed' hearing"; and (v) complainant filed an appeal, which was denied due to a technicality.

9. (i) The applicant for the conditional use authorization, and the affected property owner, filed their application at a time that resulted in the two Commission hearings occurring during the holiday season when concerned citizens are at their most vulnerable and least available; (ii) a large Notice of Hearing was posted "on the window of the laundromat of The Brennan Building after the fact [emphasis in original]," which notice showed up well after December 25, 1999 (and therefore after the December 13, 1999 hearing) and had blank spaces where pertinent information should have been disclosed, all of which failed to alert people in the neighborhood of their right to voice their complaints at the hearing; and (iii) this large public notice was not updated for the continued public hearing of January 13, 2000.

Finally, the Complaint contends that the Planning Commission decision on the Conditional Use Authorization should be voided and that Discretionary Review of the case should be granted.

Role of Sunshine Ordinance Task Force

The Sunshine Ordinance Task Force has jurisdiction over matters pertaining to the Sunshine Ordinance, the California Public Records Act, and the Brown Act (hereafter, the "Sunshine laws").

With one possible exception, the allegations of the Complaint are not based on the Sunshine laws. The Complaint contains no allegation that the agendas or notices provided for the Planning Commission hearings violated any requirement of the Sunshine laws. Nor does the meeting conducted by the development project manager (allegation No. 4) appear to be subject to the requirements of these laws and the Complaint makes no such allegation. Rather, the allegations of the Complaint concern the notice, scheduling and conducting of hearings on an application for a Conditional Use Authorization, matters governed by the City Planning Code (*See,* Sections 316-316.8 and the Sections referenced therein of the Planning Code.).[1]

Moreover, the relief that the Complaint seeks is to void the decision of the Planning Commission and grant Discretionary Review. The procedures for appeals of decisions by the

[1]The Complaint contains one allegation that does not concern City Planning Code procedures. The Complaint alleges that a Department of City Planning staff person assigned to the case "is now working with Sprint Wireless Telecommunications." It is not clear what law the complainant alleges has been violated, although she is possibly alleging conflict of interest. If that is the case, the Sunshine Ordinance Task Force does not have jurisdiction.

Memorandum

TO: Sunshine Ordinance Task Force
DATE: September 21, 2000

Planning Commission on Conditional Use Authorizations are not governed by the Sunshine laws, but by Section 4.105 of the Charter and City Planning Code Section 308.1. Those provisions give the Board of Supervisors the jurisdiction to affirm, modify or disapprove City Planning Commission decisions on Conditional Use Authorizations. Similarly, the procedure for granting Discretionary Review is not governed by the Sunshine laws, but by Business and Tax Regulations Code Section 26.

Accordingly, the Sunshine Ordinance Task Force does not have jurisdiction to consider the Complaint insofar as it alleges violations of the City Planning Code, nor to overturn a decision granting a Conditional Use Authorization or granting or denying Discretionary Review.

We noted one possible exception to the conclusion that the Complaint was not based on violation of the Sunshine laws. That exception is the allegation that when the complainant "stood before the Commission to speak," the Commission President "refused to allow me to speak, claiming 'The meeting on this issue was a 'closed' hearing.'"

The Sunshine Ordinance requires that "[e]very agenda for regular meetings shall provide an opportunity for members of the public to directly address a policy body on items of interest to the public that are within the policy body's subject matter jurisdiction." S.F. Admin. Code Section 67.15(a). The Brown Act contains the same requirement. Government Code Section 54954.3. The Sunshine Ordinance also requires that policy bodies adopt a rule providing that each person wishing to speak on an item before the body at a regular or special meeting shall be permitted to be heard once for up to three minutes." S.F. Admin. Code Section 67.15(c).

It is not possible to ascertain from the Complaint the full nature of the exchange between the Complainant and the Commission President. A Commission President has the right to require members of the public to step aside after their time to speak has elapsed, to refrain from speaking on an issue that is not relevant to the item under consideration, or to take other action designed to allow testimony be taken in an orderly manner. However, if the allegation is that the Commission President "refused to allow me to speak," the Sunshine Ordinance Task Force has jurisdiction to conduct a hearing to determine if a violation of the Sunshine Ordinance has occurred.

Please let me know if you have any questions.

Sunshine Ordinance Task Force

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COMPLAINT COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

AGENDA
Thursday, October 12, 2000
1:30 p.m.
City Hall, Hearing Room 406

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Committee Members
Judy Appel, Chair
Bruce Brugmann
Daniel Guillory

Agenda Changes

1. Approval of minutes of September 21, 2000.

   Shall the minutes be approved?

2. Report from Committee Chair of meeting with Task Force Chair regarding complaint procedures

   Discussion item.

3. Complaint of Davis Reno/Attorneys regarding Human Rights Commission

   Shall an Order of Determination be made?

4. Complaint # 16 of John Jenkle, regarding Task Force Committee meeting not noticed to Complainant

   Shall an Order of Determination be made?

5. Amendment to Complaint Committee procedures

   Shall the suggested amendments be forwarded to the Sunshine Ordinance Task Force?

6. Public Comment

THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT CITY HALL, TUESDAY THROUGH FRIDAY, ROOM 409, SUNSHINE ORDINANCE TASK FORCE OFFICE

Disability Access

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Sunshine Ordinance Task Force

City Hall
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COMPLAINT COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

MINUTES

Thursday, October 12, 2000
1:30 p.m.
City Hall, Hearing Room 406

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Committee Members
Judy Appel, Chair, Present
Bruce Brugmann, Absent
Daniel Guillory, Present

1. Approval of minutes of September 21, 2000.

   Approved. (Guillory/Appel)

2. Report from Committee Chair of meeting with Task Force Chair regarding complaint procedures

   Judy Appel reported on the meeting of October 11 regarding complaint procedures. The meeting was attended by Hilda Bernstein, Bob Planthold, Jackie Minor, Donna Hall, and Judy Appel. General discussion was held at the 10/11/00 meeting regarding streamlining the complaint process, i.e., possibly having hearings at the committee level; looking at ways to streamline the hearing process; possibly having Complaint Committee look at complaints to see if they are factual. The Complaint Committee to discuss further when all members are present to see if changes could be made to streamline the process and have a considerable amount of work done at the Committee level while not inhibiting the process for persons filing complaints.

3. Complaint of Davis Reno/Attorneys regarding Human Rights Commission

   Committee determination this was within jurisdiction of the Task Force. Amy Ackerman, represented the City Attorney's Office. Administrator to contact Human Rights Commission again to request written response. Jackie Minor, City Attorney's Office, stated the Human Rights Commission has been told the

request are public records. Public hearing set for 10/24 unless Complainants agree to put off until November in the hopes the records are forthcoming.

4. Complaint # 16 of John Jenkle, regarding Task Force Committee meeting not noticed to Complainant

   This complaint has been withdrawn.

   Jackie Minor offered suggesting the Task Force might want to look at procedures of how to handle complaints that are made against the Task Force.

5. Amendment to Complaint Committee procedures

   At the next Complaint Committee meeting discuss the proposed amendments to the Complaint Procedures, i.e., B 4. rotation of members to Committee, and also B 6. the jurisdictional item; and also the items that were discussed at the meeting on October 11, 2000 with the Chair.

   Possibly have two short Complaint Committee meetings a month to handle the jurisdictional issue and the notifying of departments. If there are no "red flags" regarding jurisdiction, the letter notifying departments may be sent as soon as complaint is received.

   Judy Appel to put together a list to discuss at the next Complaint Committee meeting.

6. Public Comment

   No public comment.

   The meeting adjourned at 2:10 p.m.

Submitted by Donna L. Hall, Administrator

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Sunshine Ordinance Task Force

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COMPLAINT COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

AGENDA

Thursday, November 16, 2000
12:00 Noon
City Hall, Hearing Room 82

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Committee Members
Judy Appel, Chair
Bruce Brugmann
Daniel Guillory

Roll Call

Agenda Changes

1. Approval of minutes of October 12, 2000.

   Shall the minutes be approved?

2. Amendments to Complaint Committee procedures

   Shall the suggested amendments be forwarded to the Sunshine Ordinance Task Force?

3. Complaint of James Corrigan regarding Board of Supervisors Finance Committee

   Shall this complaint proceed?

4. Email complaint

   Discussion of Pasquariello complaint regarding email and finalize recommendation to the Task Force

5. Orders of Determination

   Discussion if further action is required regarding the Orders of Determination. (See attached log)

6. Setting date of regular meetings

   Shall regular meetings be set?

7. Public Comment

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COMPLAINT COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

MINUTES

Thursday, November 16, 2000
12:00 Noon
City Hall, Room 479

DOCUMENTS DEPT

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Committee Members
Judy Appel, Chair
Bruce Brugmann
Daniel Guillory

Roll Call: All present

1. Approval of minutes of October 12, 2000.

   Motion adopted approving minutes. (Guillory/Brugmann)

2. Amendments to Complaint Committee procedures

   Motion adopted approving the Public Complaint Procedures as attached and to send to the Sunshine Ordinance Task Force for approval. (Guillory/Brugmann)

   Motion adopted to continue to have the Complaint Committee involved in the conflict of interest portion (B. 12). (Brugmann/Guillory)

3. Complaint of James Corrigan regarding Board of Supervisors Finance Committee

   Motion adopted determining the Sunshine Ordinance Task Force did not have jurisdiction over the comment made to Mr. Corrigan by Supervisor Bierman at a Board of Supervisor's Finance and Labor Committee Meeting; the Sunshine Ordinance Task Force did have jurisdiction over the time-limit issue; this recommendation to be sent to the Sunshine Ordinance Task Force. (Guillory/Appel)

   Administrator to contact Mr. Corrigan and explain to him the recommendation of the Complaint Committee, i.e., the determination of non-jurisdiction over

Supervisor Bierman's comment; and the time-limit issue to be addressed in conjunction with another petition; a hearing on Mr. Corrigan's complaint will not be held at this time; Mr. Corrigan will be kept advised of the progress of the time-limit issue.

4. Email complaint

Discussion of Pasquariello complaint regarding email and finalize recommendation to the Task Force

Motion adopted to recommend to the Sunshine Ordinance Task Force an Order of Determination that the SOTF is unable to make a determination that the subject email requested in the petition was in fact a public document because that email no longer existed at the time of the complaint; send a letter to Bevan Dufty of the Mayor's Office of Neighborhood Services, and a letter to Hillary Gittleman, Planning Department, stating that they should be cognizant of the fact that until further clarification is communicated regarding email policy, an email message may hold the same significance as a written document; and request the assistance of the City Attorney in clarifying the City's policy regarding retention of emails records, and sending a memorandum to city personnel regarding this policy. (Appel/Brugmann)

Mr. Pasquariello's Order of Determination to include a copy of the email retention memo.

5. Orders of Determination

Discussion if further action is required regarding the Orders of Determination.

Committee agreed that all Orders of Determination be forwarded to the entire Task Force; also, when Letters of Censure are prepared to a Commission, that the letter be addressed to the Commission and to the Department Director.

6. Setting date of regular meetings

Regular meeting set for the second Thursdays of each month, noon. However, the December meeting to be December 7.

7. Public Comment

No public comment.

The meeting adjourned at 1:45 p.m.

Donna L. Hall, Administrator

San Francisco Sunshine Ordinance Task Force

PUBLIC COMPLAINT PROCEDURE

Suggested Ammendments, 11/2000

The Sunshine Ordinance Task Force (SOTF) has an obligation under San Francisco Administrative Code. § 67.21 (3) to respond to a petition made to the SOTF for a determination of whether a record is public within 45 days of the request and within two days after the next meeting following the date that the petition to the SOTF was lodged. This means that the SOTF is going to have to come up with an expedited process for addressing these complaints.

A. Inquiries by Phone:

1. It is the goal of the SOTF to help the public seek open access to public records and meetings. The staff of the SOTF will therefore work with the public to help achieve such access in order to avoid the need for the filing of a petition of complaint with the SOTF.

2. SOTF will discuss the request with the member of the public and attempt, with the assistance of the city attorney, to mediate the request.

3. If unable to facilitate access to a desired record or access to a meeting that should be public, the SOTF staff will advise the member of the public of their right to file a petition with the supervisor of records and of the SOTF complaint process, and send packet.

4. SOTF will continue to help facilitate access to open government wherever possible.

B. Filing a Petition of Complaint with the SOTF:

1. No hearing will be held without the filing of a petition, either in the form of a letter or with a (revised) complaint form.

2. A petition may be submitted to the SOTF via mail, fax or e-mail.

3. The petition will include a way to indicate **if the complainant wants a public hearing** on the issue raised in the petition.

4. ALL Complaints to be reviewed by The Complaint Committee

5 ~~4.~~ The Complaint Committee of the SOTF will consist of at least three members of the SOTF, membership of which will rotate amongst the SOTF members..

6 ~~5.~~ The City Attorney will make a recommendation to the Complaint Committee as to whether or not the SOTF has subject matter jurisdiction over a complaint. If the City Attorney determines that the SOTF lacks such jurisdiction, s/he will so advise the Complaint Committee. If the Complaint Committee agrees, the complainant will be notified in writing that the SOTF cannot hear the complaint and the complaint will be closed. If the Complaint Committee disagrees with the City Attorney's determination and determines that subject matter jurisdiction exists, the complaint will proceed.

7 ~~6.~~ Upon a finding of jurisdiction by the complaint committee, , the SOTF Administrator will send copy of the petition to the affected department, with a request to respond within 5 business days. The city attorney may assist the city departments and agencies in responding to requests for public records, and may seek the assistance of the city attorney assigned to the SOTF.

8 ~~7.~~ A copy of the departmental response will be forwarded to the member of the public by the SOTF Administrator. Where an individual has not requested a hearing, they will again be advised that such a hearing is available to them.

9 ~~8.~~ Prior to a hearing, and at the discretion of the Complaint Committee, the Complaint Committee may make a determination regarding whether the petition has possible merit based on the content of the petition and any supporting documentation. Where it is determined that, given all of the facts alleged by the complainant, the petition is without any possible merit, the Complaint Committee will make a determination of "?" and advise the petitioner of this determination. In making this determination, all evidence will be viewed in the light most favorable to the petitioner. No VIOLATION.

All Recommendations of The Complaint Committee to Be Sent to The SOTF

10 ~~9.~~ A copy of the complaint, the departmental response and any supporting documents will be provided to all members of the SOTF for their review. Where the documents supporting the complaint exceed 75 pages, the complaint will be forwarded without its full exhibits, with an indication that the full exhibits are on file with the SOTF Administrator.

11 ~~10.~~ The Complaint Committee will facilitate the determination by the SOTF of whether or not a document is public in accordance with Sections C (no hearing requested) & D (public hearing requested) below.

12 ~~11.~~ The city attorney assigned to the SOTF will be available to answer questions regarding the application of the Sunshine Ordinance (SF Admin. Code § 67.1 et. seq. to the request at issue in the complaint. [We need to address the conflict of interest question, I would like to discuss this with the Committee before drafting language. JKA]

C. **No Public Hearing Requested:**

1. Where no hearing is requested in the initial petition, the Complaint Committee will review the petition, supporting documents and the departmental response and meet to discuss the petition.

2. The Complaint Committee will draft an "Order of Determination" for recommendation to the full SOTF at the next scheduled meeting.

3. Where a record has been found to be public, the custodian of records will be notified and will be ordered to provide the record to the complainant within five days of the date that the order is issued. If the determination is made at a meeting where the custodian is present, notice will be given at that time.

D. **Public Hearing Requested:** 1. When a public hearing has been requested, where jurisdiction has been found to exist, and where the Complaint Committee has made a determination of "?", such hearing will be set at the next meeting of the SOTF. Where this is not possible because of notice requirements or because of time restraints, a Special Meeting will be set within 30 days of the request to hold the public hearing. VIOLATION

2. The SOTF Administrator will notify complainant and affected department of the hearing date.

3. An authorized representative of the custodian of the public records requested must attend any hearing and explain the basis for its decision to withhold the records requested. SF Admin Code. § 67.21(e).

4. The Complaint Committee of the SOTF assigned to lead the investigation of the petition will prepare questions for the complainant and the department representation. All members of the SOTF will be responsible for being familiar with the petition and the issues raised therein.

5. After hearing a statement by the complainant and the response of the department, the SOTF will vote on an "Order of Determination" that shall state the determination of whether the record, or any part of the record is public. (Or, where appropriate, whether or not there has been a violation of the open meeting laws.)

6. Where a record has been found to be public, the custodian of records will be notified and will be ordered to provide the record to the complainant within five days of the date that the order is issued. If the determination is made at a meeting where the custodian is present, notice will be given at that time.

E. Failure of Department to Comply with Determination of the SOTF:

1. The SOTF will attempt to facilitate, in any way possible, the production of the public record. This will continue even after a complaint is made to the District Attorney or Attorney General.

2. If the custodian of records of the department against whom the complaint was lodged refuses or fails to comply with this order, the SOTF shall notify the District Attorney or the Attorney General who may take whatever measures she or he deems necessary to insure compliance with the provisions of this ordinance. A copy of the Order of Determination will be included with such notification to the District Attorney or Attorney General

3. The complainant will receive a notice that the DA and/or AG have been contacted, and of their right to proceed in court.

F. Documentation:

1. A log will be kept by the SOTF Administrator of all petitions filed with the SOTF, including the date of the petition, the department against whom it was made, the nature of the complaint and its resolution.

2. A log will be kept of all telephone inquiries, including the nature of the inquiry and the resolution.

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Sunshine Ordinance Task Force

City Hall
Dr. Carlton B. Goodlett Place, Room 409
San Francisco 94102-4689
Tel. No. 554-7724
Fax No. 554-7854
TDD/TTY No. 544-5227

COMPLAINT COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE SPECIAL MEETING

(and Cancellation of November 14, 2000 Regular Meeting)

AGENDA

Thursday, December 7, 2000
12:00 Noon, City Hall, Room 406

Committee Members
Judy Appel, Chair
Bruce Brugmann
Daniel Guillory

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Roll Call

Agenda Changes

1. Approval of minutes of November 16, 2000.

   Shall the minutes be approved?

2. Amendments to Public Complaint Procedures

   Shall the suggested amendments be forwarded to the Sunshine Ordinance Task Force?

3. Complaint of Dawn Clements against the Human Rights Commission

   Discussion and possible action

4. Complaint of Harry Jamerson against the Human Rights Commission

   Discussion and possible action

5. Public Comment

Next Regular Meeting January 11, 2001

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Disability Access

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Sunshine Ordinance Task Force

City Hall
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COMPLAINT COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE SPECIAL MEETING

MINUTES

Thursday, December 7, 2000
12:00 Noon, City Hall, Room 406

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Committee Members
Judy Appel, Chair, present
Bruce Brugmann, present
Daniel Guillory, absent

1. Approval of minutes of November 16, 2000.

   Minutes approved (Brugmann, Appel)

2. Amendments to Public Complaint Procedures

   Amendments to be recommended to the Task Force as attached.

3. Complaint of Dawn Clements against the Human Rights Commission

   Deputy City Attorney Amy Ackerman stated this complaint was within the Task Force jurisdiction.

   Deputy City Attorney Amy Ackerman stated she would prepare a memorandum outlining the legal and procedural issues raised by the complaints Dawn Clements of November 16, 2000, and Harry Jamerson of November 30, 2000, regarding the Human Rights Commission.

   Judy Appel suggested we bookmark a discussion regarding findings of the Task Force and the setting of a precedent or guidelines.

   Public comment from Raymond Willis acting on behalf of Dawn Clements wanted to be sure the Committee received letter from Dawn Clements.

   Hearing set before the full Task Force on December 19, 2000.

Judy Appel stated it would be helpful for discussion before the Complaint Committee to have a memo from the City Attorney's Office regarding the submitted complaints.

Judy Appel stated she felt it was important that the Complaint Committee not make a determination about a complaint until after we have heard from all parties.

4. Complaint of Harry Jamerson against the Human Rights Commission

Deputy City Attorney Amy Ackerman stated this complaint was within the Task Force jurisdiction.

Hearing set before the full Task Force on December 19, 2000.

5. Public Comment

No public comment.

Hilda Bernstein stated she would contact Gloria Tulanowski regarding her complaint.

Meeting adjourned at 1:10 p.m.

Submitted by Donna L. Hall, Administrator

Sunshine Ordinance Task Force

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COMPLAINT COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

NOTICE OF CANCELLATION OF MEETING OF

Thursday, January 11, 2001

Committee Members

Judy Appel, Chair
Bruce Brugmann
Daniel Guillory

Special Meeting
January 16, 2001, 12:00 p.m.

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SUNSHINE ORDINANCE TASK FORCE

SPECIAL MEETING AGENDA
OF THE
COMPLAINT COMMITTEE

Members: Judy Appel, Bruce Brugmann, Daniel Guillory

Tuesday, January 16, 2001, 12:00 p.m.
City Hall, Room 408

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives.

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Roll Call

Agenda Changes

1. Approval of minutes of December 7, 2000.

   Shall the minutes be approved?

2. Complaint of Les Goldner against the Recreation & Park Department

   Discussion and possible action

3. Complaint of Kevin Williams against the Human Rights Commission

   Discussion and possible action

4. Complaints filed by Courtney & Courtney against the San Francisco Retirement Board on behalf of:

   (1) Bruce E. Easley
   (2) Maria G. Zelaya

   Discussion and possible action

5. Non-Compliance with Order of Determination dated October 26, 2000, Complaint of Davis/Reno, representing Local 21, AFL-CIO against the Human Rights Commission

   Discussion and possible action

6. Report from Chair of Sunshine Ordinance Task Force

   Discussion

7. Public Comment

Adjournment Next Regular Meeting February 8, 2001

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Board of Supervisors
Sunshine Ordinance Task Force

January 16, 2001

SUNSHINE ORDINANCE TASK FORCE

Notes from Complaint Committee Meeting 1/16/01

Administrator to contact Mr. Goldner to let him know the discussion of the Complaint Committee:

The next mailing of rent notices to harbor tenants from the Recreation & Park Department will include a consent form to the tenants asking if they authorize their home addresses and telephone numbers to be released from the Recreation & Park Department listing.

Request an analysis from the City Attorney's Office regarding release of home addresses and telephone numbers from a privacy point of view and a Sunshine Ordinance point of view.

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NOTICE OF CANCELED MEETING

SUNSHINE ORDINANCE TASK FORCE

COMPLAINT COMMITTEE

NOTICE IS HEREBY GIVEN that the Regular Meeting of the Sunshine Ordinance Task Force Complaint Committee scheduled for Thursday, February 8, 2001 is cancelled.

Next Regular Meeting March 8, 2001

POSTED: February 2, 2001

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COMPLAINT COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

NOTICE OF CANCELLATION OF MEETING OF

Thursday, March 8, 2001

Committee Members

Judy Appel, Chair
Bruce Brugmann
Daniel Guillory

Next Regular Meeting
April 12, 2001, 12:00 p.m.

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COMPLAINT COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

NOTICE OF CANCELLATION OF MEETING OF

Thursday, April 12, 2001

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Committee Members

Judy Appel, Chair
Bruce Brugmann
Daniel Guillory
Paul Hogan

Next Regular Meeting
May 10, 2001, 12:00 p.m.

Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE

COMPLAINT COMMITTEE

Thursday, May 10, 2001, 12:00 p.m.
City Hall, Room 406

Members: Daniel Guillory, Chair, Bruce Brugmann, Paul Hogan

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

Note: Each item on the Agenda may include minutes, department or agency letters and reports, Task Force reports, and public correspondence. These items will be available for review at City Hall, Sunshine Ordinance Task Force Office, Room 409.

Roll Call

Agenda Changes

1. Approval of minutes of January 16, 2001.

   Shall the minutes be approved?

2. Reconsideration of Clements/Jamerson complaints

   Discussion and possible action

3. Complaint by SEIU Local 790 & The Committee to Save Our Services

   Discussion and possible action

4. Public Comment

Adjournment

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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE

COMPLAINT COMMITTEE

Minutes

Thursday, May 10, 2001, 12:00 p.m.
City Hall, Room 406

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Members: Daniel Guillory, Chair, Bruce Brugmann, Paul Hogan

Roll Call: All present

Agenda changes: Item 3 will be before Item 2

1. Approval of minutes of January 16, 2001.

   Minutes approved. (Guillory/Brugmann)

   No public comment.

3. Complaint by SEIU Local 790 & The Committee to Save Our Services

   Public Comment from Ms. Fernandez, Bayview Hunters Point Mental Health Center; had not heard this was a complaint before reading it.

   Member Brugmann asked about the amount of money received from the foundation.

   Male speaker, Member of Bayview Hunters Point Foundation, stated they were receiving $8 million a year.

   Motion adopted that the Task Force has jurisdiction over this complaint and the item be placed on the full Task Force agenda. (Brugmann/Hogan)

2. Reconsideration of Clements/Jamerson complaints

   No public comment.

   Moved the Sunshine Task Force request the newly elected Board of Supervisors ask the State Attorney General for an opinion on these two complaints regarding a possible violation of the State Brown Act and the Sunshine Ordinance and the provision this time it not be subverted in any way, shape or form by anybody, that it go to the Board of Supervisors just like this as it was originally passed by the entire Task Force on a unanimous basis. No second to the motion.

Moved this Committee waive any possible conflict of interest there may be to being advised by Deputy City Attorney Buck Delventhal. Committee Chair Guillory asked for an explanation of this motion. Member Hogan stated what would give rise to sending a letter to the Attorney General would be a perceived conflict of interest between our counsel who is advising us on this matter and the impartiality of that counsel and his/her ability to advise us and partially regarding the Brown Act and the Sunshine Ordinance and this body waive that conflict of interest so we eliminate those allegations and continue to be advised by Mr. Delventhal in this matter. No second to the motion.

Member Brugmann stated there is jurisdiction. Motion adopted the Sunshine Ordinance Task Force has jurisdiction over this issue. (Brugmann/Hogan) (Guillory no)

No public comment.

4. Public Comment

No public comment.

Meeting adjourned at 1:35 p.m.

Submitted by Donna L. Hall, Administrator

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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE

AGENDA

COMPLAINT COMMITTEE

Tuesday, June 19, 2001, 12:00 p.m.
City Hall, Room 406

Members: Daniel Guillory, Chair, Bruce Brugmann, Paul Hogan

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

Note: Each item on the Agenda may include minutes, department or agency letters and reports, Task Force reports, and public correspondence. These items will be available for review at City Hall, Sunshine Ordinance Task Force Office, Room 409.

Roll Call

Agenda Changes

1. Approval of minutes of May 10, 2001.

   Shall the minutes be approved?

2. Letter of April 19, 2001 addressed to the Sunshine Ordinance Task Force from Dawn Clements regarding alleged violation of the Sunshine Ordinance by Deputy City Attorney

   Discussion and possible action

3. Full, timely, meaningful agenda items and proper notification of delays of hearings and other pertinent information going to task force members

   Discussion and possible action

4. Public Comment

Adjournment

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SUNSHINE ORDINANCE TASK FORCE

COMPLAINT COMMITTEE

Minutes

Tuesday, June 19, 2001, 12:00 p.m.
City Hall, Room 406

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Members: Daniel Guillory, Chair, Bruce Brugmann, Paul Hogan

Roll Call: All members present.

Agenda Changes: Item No. 3 heard before Item No. 2.

1. Approval of minutes of May 10, 2001.

   Minutes approved. (Hogan/Brugmann)

   Carol Woodward, Deputy County Counsel, San Mateo County, introduced as legal counsel for the Complaint Committee today.

   James Quadra introduced as representing Jacqueline Minor as personal counsel.

3. Full, timely, meaningful agenda items and proper notification of delays of hearings and other pertinent information going to task force members

   Member Brugmann stated his concern regarding description of agenda items and his concern of notification when there are delays of hearings.

   Member Guillory stated he would make this item part of his report to the full Task Force; possibly this could be an item for the Rules Committee.

2. Letter of April 19, 2001 addressed to the Sunshine Ordinance Task Force from Dawn Clements regarding alleged violation of the Sunshine Ordinance by Deputy City Attorney

Dawn Clements addressed the Complaint Committee stating she was looking for a Notice of Determination of a Conflict of Interest as outlined in her letter to the Task Force of April 19, 2001.

James Quadra addressed the Complaint Committee stating the Complaint Committee should not go forward with this issue as the Task Force does not have jurisdiction over the allegations presented in Dawn Clements' letter of April 19, 2001.

Legal Counsel Carol Woodward stated she did not feel this issue belongs before the Task Force.

Member Brugmann moved that this issue of conflict of interest be taken to the full Task Force and the Task Force decide. No second to the motion.

Motion adopted to recommend to the full Task Force that the Sunshine Ordinance Task Force does not have jurisdiction over the complaint of Dawn Clements in her letter of April 19, 2001. (Guillory/Hogan) (Brugmann no) The motion carried.

Member Brugmann moved that the City Attorney provide confirmation in writing that there is an ethically walled off Deputy City Attorney assigned to the Task Force as mandated. No second to the motion.

Committee Chair Guillory requested that Members Brugmann and Hogan give statements before the full Task Force meeting.

4. Public Comment

No public comment.

Adjournment: The meeting adjourned at 1:45 p.m.

Submitted by Donna L. Hall, Administrator

Sunshine Ordinance Task Force

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COMPLAINT COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

NOTICE OF CANCELLATION OF MEETING OF

Thursday, July 12, 2001

Committee Members

Daniel Guillory, Chair
Bruce Brugmann
Paul Hogan

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COMPLAINT COMMITTEE
OF THE
SUNSHINE ORDINANCE TASK FORCE

NOTICE OF CANCELLATION OF MEETING OF

Thursday, August 9, 2001

Committee Members

Daniel Guillory, Chair
Bruce Brugmann
Paul Hogan

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COMPLAINT COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

NOTICE OF CANCELLATION OF MEETING OF

Thursday, September 13, 2001

Committee Members

Paul Hogan, Chair
Bruce Brugmann
Joshua Koltun

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SUNSHINE ORDINANCE TASK FORCE

COMPLAINT COMMITTEE
AGENDA

Wednesday, September 19, 2001, 12:00 p.m.
City Hall, Room 406

Members: Paul Hogan, Chair; Bruce Brugmann; Joshua Koltun

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

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Roll Call

Agenda Changes

1. Approval of minutes of June 19, 2001. Action item.

2. Complaint of Jerry McDonald against Planning Department regarding posting of notices. Action item

3. Suggestions from Complaint Committee for inclusion in Task Force 2001 Annual Report. Discussion item

4. Public Comment

Adjournment

Next Regular Meeting October 11, 2001

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Sunshine Ordinance Task Force

City Hall
Dr. Carlton B. Goodlett Place, Room 409
San Francisco 94102-4689
Tel. No. 554-7724
Fax No. 554-7854
TDD/TTY No. 544-5227

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SUNSHINE ORDINANCE TASK FORCE

COMPLAINT COMMITTEE

Minutes

Wednesday, September 19, 2001, 12:00 p.m.
City Hall, Room 406

Members: Paul Hogan, Chair; Bruce Brugmann; Joshua Koltun

Roll Call: All present

1. Approval of minutes of June 19, 2001. (Brugmann/Hogan)

2. Complaint of Jerry McDonald against Planning Department regarding posting of notices.

   Complainant Jerry McDonald addressed the Committee stating concerns regarding the erroneous posting of notices regarding the time of posting, the correctness of the information contained in the notices; and concerns regarding the inability for public comment.

   Delvin Washington, Planning Department, addressed the Committee stating the Planning Department had adhered to all proper regulations regarding the posting of notices and the ability for public comment at public meetings.

   Motion adopted by the Complaint Committee stating the Committee is in concurrence that the Task Force has jurisdiction regarding this complaint. (Koltun, Brugmann)

   There was no public comment.

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3. Suggestions from Complaint Committee for inclusion in Task Force 2001 Annual Report.

   Suggestion that the Chair of the Task Force include in the Annual Report a summary, identifying the kinds of complaints that have come before the Task Force.

4. Public Comment

   No public comment

The meeting adjourned at 1:30 p.m.

Donna L. Hall, Administrator

*Copies of audio tapes of the Complaint Committee are on file in the Office of the Sunshine Ordinance Task Force.

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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE

COMPLAINT COMMITTEE
AGENDA
Thursday, October 11, 2001, 12:00 p.m.
City Hall, Room 406

Members: Paul Hogan, Chair; Bruce Brugmann; Joshua Koltun

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

Note: Each item on the Agenda may include minutes, department or agency letters and reports, Task Force reports, and public correspondence. These items will be available for review at City Hall, Sunshine Ordinance Task Force Office, Room 409.

Roll Call

Agenda Changes

1. Approval of minutes of September 19, 2001. Action item.

2. Complaint of David Parker against the Delinquency Prevention Commission regarding alleged failure to provide notice of its meetings and alleged failure to provide access to public records. Action item

3. Complaint of Bob Planthold against the Planning Commission regarding the alleged failure to conduct proper voting on agenda items and the alleged seriatim meetings by members during a public meeting. Action item.

4 Public Comment

Adjournment

Next Regular Meeting November 8, 2001

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Disability Access

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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE

COMPLAINT COMMITTEE

MINUTES

Thursday, October 11, 2001, 12:00 p.m.
City Hall, Room 406

*Note: First name after each item indicates Member introducing motion; second name indicates Member seconding motion; all motions considered unanimous unless noted.

Members: Paul Hogan, Chair; Bruce Brugmann; Joshua Koltun

Roll Call: All members present

1. Approval of minutes of September 19, 2001. Approved. (Koltun/Brugmann)

2. Complaint of David Parker against the Delinquency Prevention Commission regarding alleged failure to provide notice of its meetings and alleged failure to provide access to public records.

   Letter from Deputy City Attorney stating that based on the allegations in the complaint, the subject matter does come within the jurisdiction of the Task Force.

   After hearing testimony from the Complainant David Parker and staff representative Jeannie Hwang-Brae, motion adopted submitting an Order of Determination stating the Delinquency Prevention Commission is now in compliance with the Sunshine Ordinance regarding the allegations of the complainant. (Brugmann/Koltun)

3. Complaint of Bob Planthold against the Planning Commission regarding the alleged failure to conduct proper voting on agenda items and the alleged seriatim meetings by members during a public meeting.

   Letter from Deputy City Attorney stating based on the allegations in the complaint, the subject matter does come within the jurisdiction of the Task Force.

Complainant Bob Planthold addressed the Committee.

Motion adopted accepting the recommendation of jurisdiction from the Deputy City Attorney. (Koltun/Brugmann)

4 Public Comment

No public comment.

The meeting adjourned at 1:20 p.m.

Donna L. Hall, Administrator

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Sunshine Ordinance Task Force

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COMPLAINT COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

NOTICE OF CANCELLATION OF MEETING OF

Thursday, November 8, 2001

Posted November 1, 2001

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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE

COMPLAINT COMMITTEE

Cancellation of meeting of December 13, 2001 and rescheduling of meeting for Wednesday, December 5 2001, 12:00 p.m.
City Hall, Room 421
AGENDA

Members: Paul Hogan, Chair; Bruce Brugmann; Joshua Koltun

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

Note: Each item on the Agenda may include minutes, department or agency letters and reports, Task Force reports, and public correspondence. These items will be available for review at City Hall, Sunshine Ordinance Task Force Office, Room 409.

Roll Call

Agenda Changes

1. Approval of minutes of October 11, 2001. Action item.

2. Suggestions for improving meeting procedures, including but not limited to:

   (a) Can late-submitted material constitute such a modification of the original complaint as to start a new complaint?

   (b) Can all parties in interest waive the 45-day time line?

   Action item.

3. Public Comment

Adjournment

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SUNSHINE ORDINANCE TASK FORCE

COMPLAINT COMMITTEE
December 5, 2001

MINUTES*

Members: Paul Hogan, Chair; Bruce Brugmann; Joshua Koltun

*Note: Action items: First name indicates Member making motion; second name indicates member seconding motion.

Roll Call All members present.

1. Approval of minutes of October 11, 2001. Minutes approved. (Koltun/Brugmann)

2. Suggestions for improving meeting procedures, including but not limited to:

   (a) Can late-submitted material constitute such a modification of the original complaint as to start a new complaint
   (b) Can all parties in interest waive the 45-day time line?

   Bob Planthold addressed the Committee stating his support of the policy change and checklist.

   Motion adopted recommending to the task force the adoption of the attached policy change and the attached checklist. (Koltun/Brugmann)

3. Public Comment: No public comment.

Adjournment: Meeting adjourned at 1:45 p.m.

Donna L. Hall, Administrator

* The December 5, 2001 Complaint Committee meeting has been recorded and is on file in the Sunshine Ordinance Task Force Office.

Sunshine Ordinance Task Force

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COMPLAINT COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

NOTICE OF CANCELLATION OF MEETING OF

Thursday, January 10, 2002

Posted January 4, 2002

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SUNSHINE ORDINANCE TASK FORCE
SPECIAL MEETING
COMPLAINT COMMITTEE
AGENDA

Friday, January 25, 2002, 12:00 p.m.
City Hall, Room 408

Members: Paul Hogan, Chair; Bruce Brugmann; Joshua Koltun

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

Note: Each item on the Agenda may include minutes, department or agency letters and reports, Task Force reports, and public correspondence. These items will be available for review at City Hall, Sunshine Ordinance Task Force Office, Room 244.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of December 5, 2001 (Action item)

2. Complaint of Steve Cockrell against Department of Recreation & Parks regarding obtaining public records (Action item)

3. Public Comment

Adjournment

Next Regular Meeting February 14, 2002

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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE

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COMPLAINT COMMITTEE
January 25, 2002

MINUTES*

Members: Paul Hogan, Chair; Bruce Brugmann; Joshua Koltun

*Note: Action items: First name indicates Member making motion; second name indicates member seconding motion.

Roll Call All members present.

1. Approval of minutes of December 5, 2001. Minutes approved. (Koltun/Brugmann)

2. Complaint of Steve Cockrell against Recreation & Park Department regarding obtaining public records

   Steve Cockrell spoke on behalf of his complaint.
   Margaret McArthur, Recreation & Park Department, spoke on behalf of the Department.
   Terry Oehler, Library, spoke on behalf of the Government Documents Section of the Library.

   Suggestion to have full Task Force discussion on Annual Reporting

   Committee requested opinion from Deputy City Attorney regarding redaction of addresses and telephone numbers from lists submitted to departments.

   The following Order of Determination recommended to the Task Force: (Koltun/Brugmann)

1. The Sunshine Ordinance Task Force does have jurisdiction over the complaint based on the allegations that Mr. Cockrell's public records requests were not addressed in a timely fashion.

2. The complaint Committee and the Sunshine Ordinance Task Force find the allegations regarding RPD's failure to produce records to be true.

3. The Complaint Committee and the Sunshine Ordinance Task Force find that the violations raised by the complainant have recently been corrected by the RPD, and the RPD is now in compliance with the Sunshine Ordinance.

4. The Complaint Committee and the Sunshine Ordinance Task Force acknowledge that it is beneficial for persons to appear before the Sunshine Ordinance Task Force if they are having difficulty working with agencies or groups; and for agencies to appear before the Sunshine Ordinance Task Force regarding alleged violation of the Sunshine Ordinance.

5. The Complaint Committee commends the complainant, the representatives from RPD and SFPL for their conscientious resolution of the allegations in this complaint.

The meeting adjourned at 1:30 p.m.

3. Public Comment: No public comment.

Adjournment: Meeting adjourned at 1:45 p.m.

Donna L. Hall, Administrator

* The January 25, 2002 Complaint Committee meeting has been recorded and is on file in the Sunshine Ordinance Task Force Office.

Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
Cancellation of Meeting of 2/14/02 and
SPECIAL MEETING
COMPLAINT COMMITTEE
AGENDA
Tuesday, February 12, 2002, 12:00 p.m.
City Hall, Room 408

Members: Paul Hogan, Chair; Bruce Brugmann; Joshua Koltun

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

Note: Each item on the Agenda may include minutes, department or agency letters and reports, Task Force reports, and public correspondence. These items will be available for review at City Hall, Sunshine Ordinance Task Force Office, Room 244.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of January 25, 2002 (Action item)

2. Complaint of Helynna Brooke, Shelley Bell, Deborah Drysdale, James Bryant, Willie Kennedy, against the Elections Commission regarding improper notification of meeting and improper meetings. (Action item)

3. Public Comment

Adjournment

Next Regular Meeting March 14, 2002

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SUNSHINE ORDINANCE TASK FORCE

COMPLAINT COMMITTEE
February 12, 2002

MINUTES*

Members: Paul Hogan, Chair; Bruce Brugmann; Joshua Koltun

*Note: Action items: First name indicates Member making motion; second name indicates member seconding motion.

Roll Call All members present.

1. Approval of minutes of January 25. Minutes approved. (Brugmann/Koltun)

2. Complaint of Helynna Brooke, Shelley Bell, Deborah Drysdale, James Bryant, Willie Kennedy against the Elections Commission regarding improper notification of meeting and improper meetings.

   Comments received from Helynna Brooke, Shelley Bell, James Bryant, Person representing Willie Kennedy, in support of the complaint stating improper January meeting; February meeting not noticed properly; improper committee meeting held; perceptions of meeting held; perception of committee meeting held; perception of election of officers decided ahead of time.

   Comments received from Tom Schulz, President of Elections Commission, against complaint stating agreement with Deputy City Attorney opinion of jurisdictional letter; no improper meeting held; business not discussed; handed out information; February meeting posted; was not placed on web in time required; no committee meeting held; all was done with advice of Deputy City Attorneys; one said to go ahead with meeting; one had caution of meeting; would make the decision again to hold the meeting; I expressed interest in being chair of the Commission; election process was wide open.

   Julie Moll, Deputy City Attorney, addressed the Task Force stating advice was given to a number of the Elections Commission members that there were a

number of reasons why the law technically would not apply to them before they were sworn in; even though, it did not seem like a good idea for them to meet; if they met refrain from discussing agenda items; if there is some identified administrator it is okay for individuals to say it is okay to talk about specific items; agenda for first meeting was available and posted; law talks about elected officials and for that reason I do not think the law applied; did not understand Personnel Committee was going to meet to review applications; understood that the committee was not going to meet; talked with Mr. Schulz regarding what expectation was about the reviewing of the applications—that it was not a committee meeting.

Public comment from Bob Planthold regarding possibility of seriatum meeting regarding appointments; Brown Act and legislative bodies.

Public comment from M. Cooper, regarding advice given to Elections Commission of not to have meeting; why urgency to meet; quorum of commissioners violation of Brown Act.

Public comment from Shelley Bell regarding quorums; election of officers; members did meet as a committee.

Public comment from Helynna Brooke regarding seriatim meetings.

Motion adopted that the Sunshine Ordinance Task Force does not have jurisdiction over failing to provide 72-hour notice of a Special Meeting on the City Internet web site for its February 1, 2002 meeting. (Koltun/Brugmann)

Motion adopted that the Sunshine Ordinance Task Force does have jurisdiction, because of perception, over conducting a meeting of four appointed but not yet sworn-in members of the Commission. (Koltun/Brugmann)

Motion adopted that the Sunshine Ordinance Task Force does have jurisdiction, because of perception, regarding appointing three members of the Elections Commission to review applications for the Elections Commission, and alleged issue that said members met in a conference room at the Elections Department and reviewed applications, and that the meeting was allegedly not noticed or open to the public. (Koltun/Brugmann)

Elections Commission President Schulz asked if Chair Bernstein should be recused because of statements made in the newspaper.

3. Public Comment: No public comment.

The meeting adjourned at 2:15 p.m. Donna L. Hall, Administrator

* The February 12, 2002 Complaint Committee meeting has been recorded and is on file in the Sunshine Ordinance Task Force Office.

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Sunshine Ordinance Task Force

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COMPLAINT COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

NOTICE OF CANCELLATION OF MEETING OF

Thursday, March 14, 2002

Posted 3-7-02

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SUNSHINE ORDINANCE TASK FORCE

COMPLAINT COMMITTEE

NOTICE OF CANCELLATION OF MEETING OF

Thursday, April 11, 2002
And
Rescheduled to

Tuesday, April 16, 2002

Posted 4-5-02

04-05-02 12:10 PM

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SUNSHINE ORDINANCE TASK FORCE

SPECIAL MEETING

COMPLAINT COMMITTEE
AGENDA

Tuesday, April 16, 2002, 12:00 p.m.
City Hall, Room 416

Members: Paul Hogan, Chair; Bruce Brugmann; Joshua Koltun

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

Note: Each item on the Agenda may include minutes, department or agency letters and reports, Task Force reports, and public correspondence. These items will be available for review at City Hall, Sunshine Ordinance Task Force Office, Room 244.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of February 12, 2002 (Action item)

2. Complaint of Environmental Law & Justice Clinic/School of Law/Golden Gate University regarding the SFO RRP for denial of release of records and exclusion from meetings where decisions and policy recommendations are being made. (Action item)

3. Complaint Peter Warfield regarding the San Francisco Public Library failure to abide by posting requirements for agendas and minutes. (Action item)

4. Public Comment

Adjournment

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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE

SPECIAL MEETING

COMPLAINT COMMITTEE

MINUTES*

Tuesday, April 16, 2002, 12:00 p.m.
City Hall, Room 416

Members: Paul Hogan, Chair; Bruce Brugmann; Joshua Koltun

*Note: Action items: First name indicates Member making motion; second name indicates member seconding motion.

Roll Call: All present
Agenda Changes

1. Approval of minutes of February 12, 2002. Minutes approved. (Brugmann/Koltun)

2. Complaint of Environmental Law & Justice Clinic/School of Law/Golden Gate University regarding the SFO RRP for denial of release of records and exclusion from meetings where decisions and policy recommendations are being made.

   Comment from Alan Ramo of Environmental Law & Justice Clinic/School of Law/Golden Gate University agreeing with Task Force jurisdiction of the complaint.

   Comment from Deputy City Attorney Dorji Roberts agreeing with Task Force jurisdiction of the complaint.

   Motion adopted agreeing with Deputy City Attorney Ernest Llorente letter stating the Task Force has jurisdiction over this complaint. (Koltun/Brugmann)

3. Complaint of Peter Warfield regarding the San Francisco Public Library failure to abide by posting requirements for agendas and minutes.

   Deputy City Attorney Ernest Llorente recused himself from this item, as he was President of the Library Commission during a portion of the dates covering this complaint. Deputy City Attorney David Greenburg replaced Mr. Llorente.

   Comments from Peter Warfield regarding his complaint.

   Motion adopted agreeing with Deputy City Attorney David A. Greenburg letter stating the Task Force has jurisdiction over this complaint. (Koltun/Brugmann)

4. Public Comment. No public comment.

The meeting adjourned at 12:45 p.m.

Submitted by Donna L. Hall, Administrator

* The April 16, 2002 Complaint Committee meeting has been recorded and is on file in the Sunshine Ordinance Task Force Office.

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Sunshine Ordinance Task Force

City Hall
Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
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SUNSHINE ORDINANCE TASK FORCE

COMPLAIN COMMITTEE

NOTICE OF CANCELLATION OF MEETING OF

Thursday, May 9, 2002

Posted 4-26-02

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SUNSHINE ORDINANCE TASK FORCE

SPECIAL MEETING

COMPLAINT COMMITTEE
AGENDA

Thursday May 16, 2002, 12:00 p.m.
City Hall, Room 82

Members: Paul Hogan, Chair; Bruce Brugmann; Joshua Koltun

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

Note: Each item on the Agenda may include minutes, department or agency letters and reports, Task Force reports, and public correspondence. These items will be available for review at City Hall, Sunshine Ordinance Task Force Office, Room 244.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of April 16, 2002 (Action item)

2. Complaint of Anthony Imperial against the Human Rights Commission regarding failure to produce records. (Action item)

3. Public Comment.

Adjournment

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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE

SPECIAL MEETING

COMPLAINT COMMITTEE

MINUTES*

Thursday May 16, 2002, 12:00 p.m.
City Hall, Room 82

Members: Paul Hogan, Chair; Bruce Brugmann; Joshua Koltun

*Note: Action items: First name indicates Member making motion; second name indicates member seconding motion.

Roll Call: Brugmann absent

1. Approval of minutes of April 16, 2002. Minutes approved (Koltun/Hogan) (Brugmann absent)

2. Complaint of Anthony Imperial against the Human Rights Commission regarding failure to produce records.

   Anthony Imperial spoke on his behalf. Catharine Barnes, Deputy City Attorney, spoke on behalf of the Human Rights Commission. Jurisdictional letter provided by Deputy City Attorney Ernest Llorente.

   Motion adopted approving recommendation of Deputy City Attorney Llorente of jurisdiction of this complaint. (Koltun/Hogan)

3. Public Comment. No public comment.

The meeting adjourned at 1:10 p.m.

Donna L. Hall, Administrator

* The May 16, 2002 Complaint Committee meeting has been recorded and is on file in the Sunshine Ordinance Task Force Office.

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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE

COMPLAINT COMMITTEE

NOTICE OF CANCELLATION OF MEETING OF

Thursday, June 13, 2002

Posted 6-7-02

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SUNSHINE ORDINANCE TASK FORCE

SPECIAL MEETING

COMPLAINT COMMITTEE

AGENDA

Wednesday, June 19, 2002, 3:00 p.m.
City Hall, Room 416

Members: Sue Cauthen, Chair; Doug Comstock; David Parker

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

Note: Each item on the Agenda may include minutes, department or agency letters and reports, Task Force reports, and public correspondence. These items will be available for review at City Hall, Sunshine Ordinance Task Force Office, Room 244.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of May 16, 2002 (Action item)

2. Complaint of Louis Calabro against Police Department for failure to assist in locating records. (Action item)

3. Complaint of Kevin Heneghan against Supervisors Daly, McGoldrick, Maxwell for failure to produce records. (Action item)

4. Complaint of Marilyn Amini against Planning Department and Planning Commission for failure to include submitted material for Planning Commission public hearing. (Action item)

5. Complaint of Patrick Monette-Shaw against San Francisco HV Health Services Planning Council (Ryan White CARE Council) for failuring to post to the internet numerous meeting agendas and numerous minutes of meetings of the CARE Council; conducting meetings in secret without notice for participation from the public; failing to provide unredacted list of CARE Council members. (Action item)

6. Complaint of John Darmanin against Fire Department for failure to allow public comment on a specific Fire Commission agenda item. (Action item)

7. Day and time of regular Complaint Committee meetings. (Action item)

8. Public Comment

Adjournment

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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
SPECIAL MEETING
COMPLAINT COMMITTEE

MINUTES*

Wednesday, June 19, 2002, 3:00 p.m., City Hall, Room 416

Members: Sue Cauthen, Chair; Doug Comstock; David Parker

Note: Action items: First name indicates Member making motion; second name indicates member seconding motion.

Roll Call: All members present

1. Approval of minutes of May 16, 2002

   Minutes approved. (Comstock/Parker)

2. Complaint of Louis Calabro against Police Department for failure to assist in locating records.

   Louis Calabro addressed the Complaint Committee on behalf of his complaint. Sgt. Rapagnani, Police Department, spoke on behalf of the Police Department.

   Public comment from Patrick Monette Shaw regarding public records.

   Motion adopted approving letter of jurisdiction from Deputy City Attorney Ernest Llorente and finding jurisdiction on the complaint. (Parker/Comstock)

3. Complaint of Kevin Heneghan against Supervisors Daly, McGoldrick, Maxwell for failure to produce records.

   Deputy City Attorney Ed Olsen to work with Complainant with possibility of preparing an Order of Determination in lieu of a public hearing at the regular meeting of the Task Force on June 25, 2002.

Motion adopted approving letter of jurisdiction from Deputy City Attorney Ernest Llorente and finding jurisdiction on the complaint. (Comstock/Parker)

4. Complaint of Marilyn Amini against Planning Department and Planning Commission for failure to include submitted material for Planning Commission public hearing.

   This item continued until the next Complaint Committee meeting.

5. Complaint of Patrick Monte-Shaw against San Francisco *HIV* Health Services Planning Council (Ryan White CARE Council) for failing to post to the internet numerous meeting agendas and numerous minutes of meetings of the CARE Council; conducting meetings in secret without notice for participation from the public; failing to provide unredacted list of CARE Council members.

   Member Parker was recused from discussion and voting on this item as he has had previous dealings with the Complainant.

   Patrick Monette-Shaw addressed the Complaint Committee on behalf of his complaint.

   Michelle Long Dixon addressed the Complaint Committee on behalf of the Department of Public Health.

   Eric Whitney addressed the Complaint Committee on behalf of the HIV Health Planning Council.

   Motion adopted approving the letter of jurisdiction from Deputy City Attorney Ernest Llorente and finding jurisdiction on the complaint. (Comstock/Cauthen)

6. Complaint of John Darmanin against Fire Department for failure to allow public comment on a specific Fire Commission agenda item.

   John Darmanin addressed the Complaint Committee on behalf of his complaint.

   Tania Bauer, Secretary to the Fire Commission, addressed the Complaint Committee on behalf of the Fire Department; submitted Rules of Order of the Fire Commission; stated the Fire Commission has taken remedial action through its Rules of Order to assure this will not happen again.

   Motion adopted approving the letter of jurisdiction from Deputy City Attorney Ernest Llorente; finding jurisdiction on the complaint; and approving the drafting of an Order of Determination with a finding that the Fire Commission was in violation of the Sunshine Ordinance by not providing opportunity for public comment after each agenda item; said Order of Determination to be forwarded to the Fire Commission. (Comstock/Parker)

7. Day and time of regular Complaint Committee meetings.

   Administrator to check with Media Services for availability of the second Tuesday of each month for meetings, around 5:00 p.m.

8. Public Comment

   Public comment from John Darmanin thanking the Committee for their work addressing complaints.

The meeting adjourned at 4:20 p.m.

Donna L. Hall, Administrator

*The June 19, 2002 Complaint Committee meeting has been recorded and is on file in the Sunshine Ordinance Task Force Office.

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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE

COMPLAINT COMMITTEE

NOTICE OF CANCELLATION OF MEETING OF

Thursday, July 11, 2002

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

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SPECIAL MEETING
AGENDA

Tuesday, July 16, 2002, 4:00 p.m.
City Hall, Room 406

Members: Sue Cauthen, Chair; Doug Comstock; David Parker

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

Note: Each item on the Agenda may include minutes, department or agency letters and reports, Task Force reports, and public correspondence. These items will be available for review at City Hall, Sunshine Ordinance Task Force Office, Room 244.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of June 19, 2002 (action item)

2. Complaint of Marilyn Amini against Planning Department and Planning Commission for failure to include submitted material for Planning Commission public hearing; Brown Act violation; alteration of public records; failure to include submitted material. (action item)

3. Complaint of Jason Grant Garza against Department of Public Health, Department of Mental Health, City Attorney, for failure to produce records. (action item)

4. Day and time of regular Complaint Committee meetings. (action item)

5. Task Force Member items. (discussion and possible action item)

6. Public Comment

Adjournment

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE
SPECIAL MEETING

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MINUTES

Tuesday, July 16, 2002, 4:00 p.m.
City Hall, Room 406

Members: Sue Cauthen, Chair; Doug Comstock; David Parker

Note: Action items: First name indicates Member making motion; second name indicates member seconding motion.

Roll Call: Present: Cauthen, Comstock, Parker

1. Approval of minutes of June 19, 2002. Minutes approved (Cauthen/Parker)

2. Complaint of Marilyn Amini against Planning Department and Planning Commission for failure to include submitted material for Planning Commission public hearing; Brown Act violation; alteration of public records; failure to include submitted material.

   Motion adopted accepting letter of jurisdiction from the Deputy City Attorney. (Comstock/Parker)

   Motion adopted accepting jurisdiction of the four complaints as submitted by the complainant. (Cauthen/Comstock)

3. Complaint of Jason Grant Garza against Department of Public Health, Department of Mental Health, City Attorney, for failure to produce records.

   Motion adopted recommending jurisdiction over the failure of the timeliness of receiving documents from the Health Department. (Parker/Cauthen)

   Motion adopted recommending the task force consider the issue of failure to receive medical records. (Comstock/Cauthen)

Member Comstock left the meeting at this time.

4. Day and time of regular Complaint Committee meetings.

   Motion adopted setting day and time of regular Committee meeting for the second Tuesday of each month, 4:00 p.m. (Parker/Cauthen) (Comstock absent)

5. Task Force Member items.

   Discussion held regarding the Police Department automated recording regarding request for copies of police reports. Requested Deputy City Attorney to look into the Government Code Section 6254 (f) regarding exemptions for withholding information; is the Police Department tape message appropriate.

6. Public Comment. No public comment.

The meeting adjourned at 4:55 p.m.

Donna L. Hall, Administrator

*The July 16, 2002 Complaint Committee meeting has been recorded and is on file in the Sunshine Ordinance Task Force Office.

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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE

COMPLAINT COMMITTEE

AGENDA

RESCHEDULED MEETING
From August 13, 2002 to

Wednesday, August 7, 2002
5:30 p.m. City Hall, Room 406

Committee Members: Sue Cauthen, Chair; Doug Comstock; David Parker

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

Note: Each item on the Agenda may include minutes, department or agency letters and reports, Task Force reports, and public correspondence. These items will be available for review at City Hall, Clerk of the Board Office, Room 244.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of July 16, 2002 (action item)

2. Complaint of Frederick Hobson against the Drug Abuse Advisory Board regarding refusal to provide public information; failure to notify time of meeting in a timely fashion; taking action without a quorum. (action item)

3. Complaint of Frederick Hobson against the Animal Control Commission regarding failure to provide records. (action item)

4. Complaint of Frederick Hobson and Nick Roomel against the Animal Control Commission regarding failure to provide agendas and minutes. (action item)

5. Complaint of Catherine Tchen against the Animal Control Commission regarding failure to provide agendas and minutes. (action item)

6. Complaint of Jason Grant Garza against the San Francisco Sheriff's Department regarding failure to provide records. (action item)

7. Report from Deputy City Attorney regarding Police Department automated recording regarding request for copies of police reports. (discussion and possible action item)

8. Task Force Member items. (discussion and possible action item)

   --Mayor's Office records request response.

9. Public Comment.

Adjournment

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SUNSHINE ORDINANCE TASK FORCE

COMPLAINT COMMITTEE

AGENDA (amended)

RESCHEDULED MEETING
From August 13, 2002 to

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Wednesday, August 7, 2002
5:30 p.m. City Hall, Room 406

Committee Members: Sue Cauthen, Chair; Doug Comstock; David Parker

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

Note: Each item on the Agenda may include minutes, department or agency letters and reports, Task Force reports, and public correspondence. These items will be available for review at City Hall, Clerk of the Board Office, Room 244.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of July 16, 2002 (action item)

2. Complaint of Frederick Hobson and Nick Roomel against the Drug Abuse Advisory Board regarding refusal to provide public information; failure to notify time of meeting in a timely fashion; taking action without a quorum. (action item)

3. Complaint of Frederick Hobson against the Animal Control Commission regarding failure to provide records. (action item)

4. Complaint of Frederick Hobson against the Animal Control Commission regarding failure to provide agendas and minutes. (action item)

5. Complaint of Catherine Tchen against the Animal Control Commission regarding failure to provide agendas and minutes. (action item)

6. Complaint of Jason Grant Garza against the San Francisco Sheriff's Department regarding failure to provide records. (action item)

7. Report from Deputy City Attorney regarding Police Department automated recording regarding request for copies of police reports. (discussion and possible action item)

8. Task Force Member items. (discussion and possible action item)

   --Mayor's Office records request response.

9. Public Comment.

Adjournment

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE
RESCHEDULED MEETING

MINUTES

Wednesday August 7, 2002, 5:30 p.m.
City Hall, Room 406

Members: Sue Cauthen, Chair; Doug Comstock; David Parker

Note: Action items: First name indicates Member making motion; second name indicates member seconding motion.

Roll Call: Present: Cauthen, Comstock. Absent: Parker

1. Approval of minutes of July 16, 2002. Minutes approved (Comstock/Cauthen) (Parker absent)

2. Complaint of Frederick Hobson and Nick Roomel against the Drug Abuse Advisory Board regarding refusal to provide public information; failure to notify time of meeting in a timely fashion; taking action without a quorum.

   Nick Roomel advised the Administrator he is not a party to this complaint.

   Frederick Hobson spoke on behalf of his complaint.

   Motion adopted accepting letter of jurisdiction from the Deputy City Attorney. (Comstock/Cauthen) (Parker absent)

3. Complaint of Frederick Hobson against the Animal Control Commission regarding failure to provide records.

   Frederick Hobson spoke on behalf of his complaint.

   Motion adopted accepting letter of jurisdiction from the Deputy City Attorney. (Comstock/Cauthen) (Parker absent)

4. Complaint of Frederick Hobson against the Animal Control Commission regarding failure to provide agendas and minutes.

   Frederick Hobson spoke on behalf of his complaint. June Wilson spoke against the complaint.

   Motion adopted accepting letter of no jurisdiction from the Deputy City Attorney. (Comstock/Cauthen) (Parker absent)

5. Complaint of Catherine Tchen against the Animal Control Commission regarding failure to provide agendas and minutes.

   Frederick Hobson spoke on behalf of this complaint.

   Motion adopted accepting letter of no jurisdiction from the Deputy City Attorney. (Comstock/Cauthen) (Parker absent)

6. Complaint of Jason Grant Garza against the San Francisco Sheriff's Department regarding failure to provide records.

   Motion adopted accepting letter of jurisdiction from the Deputy City Attorney. (Comstock/Cauthen) (Parker absent)

   Motion adopted that the custodian of records did not properly respond to the request because the signature on the letter was not the actual signer of the letter. (Comstock/Cauthen) (Parker absent)

7. Report from Deputy City Attorney regarding Police Department automated recording regarding request for copies of police reports.

   Deputy City Attorney Llorente reported he had talked with the Police Department and they were willing to discuss modifying the tape.

8. Task Force Member items.

   --Mayor's Office records request response.

   Deputy City Attorney Llorente to contact the legal counsel for the Mayor's Office regarding redacting of information.

9. Public comment. No public comment.

The meeting adjourned at 6:35 p.m. Donna L. Hall, Administrator

*The August 7, 2002 Complaint Committee meeting has been recorded and is on file in the Sunshine Ordinance Task Force Office.

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Sunshine Ordinance Task Force

City Hall
Dr. Carlton B. Goodlett Place, Room 409
San Francisco 94102-4689
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SUNSHINE ORDINANCE TASK FORCE

COMPLAINT COMMITTEE

AGENDA

RESCHEDULED MEETING
From September 10, 2002 to

Thursday, September 12, 2002
2:00 p.m. City Hall, Room 82

Committee Members: Sue Cauthen, Chair; Doug Comstock; David Parker

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

Note: Each item on the Agenda may include minutes, department or agency letters and reports, Task Force reports, and public correspondence. These items will be available for review at City Hall, Clerk of the Board Office, Room 244.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of August 7, 2002 (action item)

2. Complaint of Michael Stoll against the Board of Supervisors for failure to provide complete records. (action item)

3. Complaint of Anthony Imperial against the Human Rights Commission for failure to provide records. (action item)

4. Complaint of Andre Spearman against the Department of Building Inspection regarding failure to provide records. (action item)

5. Complaint of Michael Petrelis against the Department of Public Health/HIV Prevention Planning Council regarding failure to post notices. (action item)

6. Complaint of Patrick Monette-Shaw against the Department of Public Health/HIV Health Services Planning Council regarding failure to post notices; misrepresentation of minutes; failure to sufficiently word agendas. (action item)

7. Report from Deputy City Attorney:

   (a) Police Department automated recording regarding request for copies of police reports. (discussion and possible action item)

   (b) Mayor's Office request for public records

8. Time and date of regular Committee meetings. (action item)

9. Task Force Member items. (discussion and possible action item)

10. Public Comment.

Adjournment

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

1.	Complainant presents his/her facts and evidence	5 minutes
2.	Other parties present facts and evidence	5 minutes each party
3.	City responds	5 minutes
4.	Complainant presents rebuttal	3 minutes
5.	Public comment	
6.	Matter is with the Task Force for discussion and deliberation	
7.	Vote by Task Force	

Note: Time must be adhered to
If a speaker is interrupted by questions, the interruption does not count against his/her time.

Disability Access: The hearing room is wheelchair accessible.

Chemical-Based Products: In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

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KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE

COMPLAINT COMMITTEE

MINUTES*

Thursday, September 12, 2002
2:00 p.m. City Hall, Room 82

Committee Members: Sue Cauthen, Chair; Doug Comstock; David Parker

Note: Action items: First name indicates Member making motion; second name indicates member seconding motion. All items unanimous except as noted.

The meeting called to order at 2:15 p.m.

Roll Call: Present: Cauthen, Parker. Absent: Comstock

Agenda Changes: Item 6 to be considered after Item 2.

1. Approval of minutes of August 7, 2002. (Parker/Cauthen) (Comstock absent)

2. Complaint of Michael Stoll against the Board of Supervisors for failure to provide complete records.

   Michael Stoll spoke in support of his complaint.

   Dorji Roberts spoke on behalf of the Board of Supervisors.

   Motion adopted approving letter of jurisdiction from the City Attorney's Office. (Cauthen/Parker) (Comstock absent)

6. Complaint of Patrick Monette-Shaw against the Department of Public Health/HIV Health Services Planning Council regarding failure to post notices; misrepresentation of minutes; failure to sufficiently word agendas.

   Patrick Monette-Shaw spoke in support of his complaint.

   Erik Whitney, HIV Health Services Planning Council, spoke in opposition to the complaint.

Motion adopted approving letter of jurisdiction from the City Attorney's Office, with the addition of the item regarding vaguely worded agenda items added for jurisdiction. (Cauthen/Parker) (Comstock absent)

3. Complaint of Anthony Imperial against the Human Rights Commission for failure to provide records.

   Anthony Imperial spoke in favor of his complaint.

   Carla Vaughn spoke on behalf of Human Rights Commission.

   Roel Villacarlos spoke on behalf of Human Rights Commission.

   Motion adopted approving letter of jurisdiction from the City Attorney's Office. (Parker/Cauthen) (Comstock absent)

4. Complaint of Andre Spearman against the Department of Building Inspection regarding failure to provide records.

   Andre Spearman spoke in support of his complaint.

   Amy Lee spoke on behalf of Department of Building Inspection.

   Marcus Armstrong spoke on behalf of Department of Building Inspection.

   Motion adopted approving letter of jurisdiction from the City Attorney's Office. (Parker/Cauthen) (Comstock absent)

5. Complaint of Michael Petrelis against the Department of Public Health/HIV Prevention Planning Council regarding failure to post notices.

   Public comment from Patrick Monette-Shaw in support of Michael Petrelis complaint.

   Motion adopted approving letter of jurisdiction from the City Attorney's Office. (Parker/Cauthen) (Comstock absent)

7. Report from Deputy City Attorney:

   (a) Police Department automated recording regarding request for copies of police reports. (discussion and possible action item)

   (b) Mayor's Office request for public records

   These items continued to the next meeting.

8. Time and date of regular Committee meetings.

   Motion adopted setting regular meetings of the Committee for the second Thursday, 2:00 p.m. (Parker/Cauthen) (Comstock absent)

9. Task Force Member items.

   Continued to the next meeting.

10. Public Comment.

    No public comment.

The meeting adjourned at 3:30 p.m.

Donna L. Hall, Administrator

*The September 12, 2002 Complaint Committee meeting has been recorded and is on file in the Sunshine Ordinance Task Force Office.

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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE

COMPLAINT COMMITTEE

NOTICE OF CANCELLATION OF MEETING OF

Tuesday, October 8, 2002

Posted 10-2-02

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

AGENDA

Thursday, October 10, 2002
2:00 p.m., City Hall, Room 406

Committee Members: Sue Cauthen, Chair; Doug Comstock; David Parker

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

Note: Each item on the Agenda may include minutes, department or agency letters and reports, Task Force reports, and public correspondence. These items will be available for review at City Hall, Clerk of the Board Office, Room 244.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of September 12, 2002 (action item)

2. Complaint of Peter Witt against the Taxi Commission regarding alleged public comment violations (action item)

3. Complaint of Peter Warfield against the Public Library regarding failure to obtain records. (action item)

4. Report from Deputy City Attorney:

   (a) Police Department automated recording regarding request for copies of police reports. (discussion and possible action item)

   (b) Mayor's Office request for public records. (discussion and possible action item)

5. Public comment.

6. Task Force Member items. (discussion and possible action item)

Adjournment

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

1.	Complainant presents his/her facts and evidence	5 minutes
2.	Other parties present facts and evidence	5 minutes each party
3.	City responds	5 minutes
4.	Complainant presents rebuttal	3 minutes
5.	Public comment	
6.	Matter is with the Task Force for discussion and deliberation	
7.	Vote by Task Force	

Note: Time must be adhered to
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KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

MINUTES*

Thursday, October 10, 2002
2:00 p.m., City Hall, Room 406

Committee Members: Sue Cauthen, Chair; Doug Comstock; David Parker

Note: First name indicates Member making motion; second name indicates Member seconding motion. All items passed unanimous except as noted.

Roll Call: Present: Cauthen, Comstock: Absent: Parker

1. Approval of minutes of September 12, 2002.

   Motion adopted approving minutes. (Cauthen/Comstock) (Parker absent)

2. Complaint of Peter Witt against the Taxi Commission regarding alleged public comment violations.

   Public comment from Naomi Little, Executive Director of Taxi Commission stating support of jurisdictional letter as submitted.

   Public comment from Peter Warfield regarding time limits on public comment.

   Motion adopted accepting jurisdiction of Items 2, 3, 4, 6; not jurisdiction of Items 1, 5, 7 of jurisdictional letter submitted by the Deputy City Attorney. (Cauthen/Comstock) (Parker absent)

3. Complaint of Peter Warfield against the Public Library regarding failure to obtain records.

   Public comment from Peter Warfield in support of his complaint.

   Public comment from Edward Olsen, Deputy City Attorney, representing legal counsel for the Library, stating agreement with the jurisdictional letter as submitted.

Motion adopted accepting jurisdictional letter prepared by the Deputy City Attorney. (Comstock/Cauthen) (Parker absent)

4. Report from Deputy City Attorney:

   (a) Police Department automated recording regarding request for copies of police reports.

   Deputy City Attorney to follow up with a report to the Committee.

   (b) Mayor's Office request for public records.

   Edward Olsen, Deputy City Attorney, representing the Mayor's Office, addressed the Committee suggesting a complaint be filed if there was an alleged violation of the Mayor's Office. Mr. Olsen will report back to the Committee on the item of redaction after he talks with the Mayor's Office.

The Committee suggested these types of items be handled by the Compliance and Amendments Committee.

Public comment from Peter Warfield regarding redaction of information.

5. Public comment.

Public comment from Peter Warfield regarding Mission and Work Plan of Committee and jurisdictional letters.

6. Task Force Member items.

Committee to work on updating the Mission and Work Plan.

The meeting adjourned at 3:20 p.m.

Donna L. Hall, Administrator

*The October 10, 2002 Complaint Committee meeting has been recorded and is on file in the Sunshine Ordinance Task Force Office.

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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

AGENDA

CANCELLED AND RESCHEDULED MEETING (from 11-14-02 to)

Friday, November 15, 2002
10:30 a.m., City Hall, Room 408

Committee Members: Sue Cauthen, Chair; Doug Comstock; David Parker

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

Note: Each item on the Agenda may include minutes, department or agency letters and reports, Task Force reports, and public correspondence. These items will be available for review at City Hall, Clerk of the Board Office, Room 244.

Call to Order/Roll Call/Agenda Changes

1. Approval of minutes of October 10, 2002 (action item)

2. Complaint of Patrick Monette-Shaw against the Department of Public Health; San Francisco HIV Health Services Planning Council regarding policy on submitting written testimony. (action item)

3. Complaint of Sue Cauthen against San Francisco Public Library for failure to produce records. (possible action item)

4. Complaint Committee Work Plan. (discussion and possible action item)

5. Public comment.

6. Task Force Member items. (discussion and possible action item)

Adjournment

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

1.	Complainant presents his/her facts and evidence	5 minutes
2.	Other parties present facts and evidence	5 minutes each party
3.	City responds	5 minutes
4.	Complainant presents rebuttal	3 minutes
5.	Public comment	
6.	Matter is with the Task Force for discussion and deliberation	
7.	Vote by Task Force	

Note: Time must be adhered to
If a speaker is interrupted by questions, the interruption does not count against his/her time.

Disability Access: The hearing room is wheelchair accessible.

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

MINUTES*

Friday, November 15, 2002
10:30 a.m., City Hall, Room 408

Committee Members: Sue Cauthen, Chair; Doug Comstock; David Parker

Note: First name indicates Member making motion; second name indicates Member seconding motion. All items passed unanimous except as noted.

Call to Order/Roll Call/Agenda Changes

Item 3 removed.

1. Approval of minutes of October 10, 2002.

   Motion adopted approving minutes. (Comstock/Parker)

2. Complaint of Patrick Monette-Shaw against the Department of Public Health; San Francisco HIV Health Services Planning Council regarding policy on submitting written testimony.

   Patrick Monette-Shaw spoke on behalf of his complaint.

   Eric Whitney, HIV Health Services Planning Council, spoke in response to the complaint.

   Tricia Turner, HIV Health Services Planning Council, spoke in response to the complaint.

   Motion adopted accepting no jurisdiction on this complaint and recommending to the HIV Health Services Council that the reword their policy on meeting procedures regarding accepting written public comment; and initiate a petition and communications section on their agendas. (Parker/Comstock)

3. Complaint of Sue Cauthen against San Francisco Public Library for failure to produce records.

   Item withdrawn.

4. Complaint Committee Work Plan.

   This item continued to the next meeting.

5. Public comment.

   No public comment.

6. Task Force Member items.

Member Parker suggested for next agenda a discussion of abuse of Sunshine Ordinance process.

The meeting adjourned at 12 noon.

Donna L. Hall, Administrator

*The November 15, 2002 Complaint Committee meeting has been recorded and is on file in the Sunshine Ordinance Task Force Office.

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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

AGENDA

Thursday, December 12, 2002
2:00 p.m., City Hall, Room 406

Committee Members: Sue Cauthen, Chair; Doug Comstock; David Parker

Note: Each speaker on a complaint item will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item.

Note: Each item on the Agenda may include minutes, department or agency letters and reports, Task Force reports, and public correspondence. These items will be available for review at City Hall, Clerk of the Board Office, Room 244.

Call to Order/Roll Call/Agenda Changes

1. Approval of minutes of November 15, 2002 (action item)

2. Complaint of United Taxicab Workers against Supervisor Newsom's Office for alleged withholding of public records. (action item)

3. Complaint Committee Work Plan. (discussion and possible action item)

4. Committee Member items. (discussion item)

   --Police report recording (status)

5. Public comment.

Adjournment

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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1.	Complainant presents his/her facts and evidence	5 minutes
2.	Other parties present facts and evidence	5 minutes each party
3.	City responds	5 minutes
4.	Complainant presents rebuttal	3 minutes
5.	Public comment	
6.	Matter is with the Task Force for discussion and deliberation	
7.	Vote by Task Force	

Note: Time must be adhered to
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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

MINUTES*

Thursday, December 12, 2002
2:00 p.m., City Hall, Room 406

Committee Members: Sue Cauthen, Chair; Doug Comstock; David Parker

Note: First name indicates Member making motion; second name indicates Member seconding motion. All items passed unanimous except as noted.

Roll Call: Parker absent

1. Approval of minutes of November 15, 2002.

   Motion adopted approving minutes. (Comstock, Cauthen) (Parker absent)

2. Complaint of United Taxicab Workers against Supervisor Newsom's Office for alleged withholding of public records.

   Mark Gruberg spoke on behalf of the United Taxicab Workers.

   Motion adopted accepting jurisdiction over this complaint. (Comstock, Cauthen) (Parker absent)

3. Complaint Committee Work Plan.

   Approval of draft basic questions to assist the Task Force during complaint hearings (attached).

4. Committee Member items.

   Member Cauthen mentioned the following items of concern:
   - Mayor's Office request regarding appointments
   - Police Department voice recording
   - Library document for public records

5. Public comment.

No public comment.

The meeting adjourned at 2:40 p.m.

Submitted by Donna L. Hall, Administrator

*The December 12, 2002 Complaint Committee meeting has been recorded and is on file in the Sunshine Ordinance Task Force Office.

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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

AGENDA

Thursday, January 9, 2003
2:00 p.m., City Hall, Room 416

Committee Members: Sue Cauthen, Chair; Doug Comstock; David Parker

Note: Each speaker on a complaint item will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item.

Note: Each item on the Agenda may include minutes, department or agency letters and reports, Task Force reports, and public correspondence. These items will be available for review at City Hall, Clerk of the Board Office, Room 244.

Call to Order/Roll Call/Agenda Changes

1. Approval of minutes of December 12, 2002 (action item)

2. Complaint of Michael Stoll against the Board of Supervisors for failure to provide complete records. (action item)

3. Committee Member items. (discussion item)

   --What constitutes a seriatim meeting.

   --Guideline questions for Task Force.

4. Public comment.

Adjournment

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SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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3.	City responds	5 minutes
4.	Complainant presents rebuttal	3 minutes
5.	Public comment	
6.	Matter is with the Task Force for discussion and deliberation	
7.	Vote by Task Force	

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Sunshine Ordinance Task Force

City Hall
Dr. Carlton B. Goodlett Place, Room 409
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Fax No. 554-7854
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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

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MINUTES*

Thursday, January 9, 2003
2:00 p.m., City Hall, Room 416

Committee Members: Sue Cauthen, Chair; Doug Comstock; David Parker

Note: First name indicates Member making motion; second name indicates Member seconding motion. All items passed unanimous except as noted.

Roll Call: Parker absent

1. Approval of minutes of December 12, 2002.

   Minutes approved. (Comstock/Cauthen) (Parker absent)

2. Complaint of Michael Stoll against the Board of Supervisors for failure to provide complete records.

   Motion adopted approving letter of jurisdiction from the City Attorney's Office. (Comstock/Cauthen) (Parker absent)

3. Committee Member items.

   --Proposed basic questions to assist the Task Force in hearing evidence to be presented at the full Task Force meeting.

4. Public comment.

   No public comment.

The meeting adjourned at 2:40 p.m.

Submitted by Donna L. Hall, Administrator

*The January 9, 2003 Complaint Committee meeting has been recorded and is on file in the Sunshine Ordinance Task Force Office.

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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

AGENDA

Thursday, February 13, 2003
2:00 p.m., City Hall, Room 82

Committee Members: Sue Cauthen, Chair; Doug Comstock; David Parker

Note: Each speaker on a complaint item will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item.

Note: Each item on the Agenda may include minutes, department or agency letters and reports, Task Force reports, and public correspondence. These items will be available for review at City Hall, Clerk of the Board Office, Room 244.

Call to Order/Roll Call/Agenda Changes

1. Approval of minutes of January 9, 2003. (action item)

2. Complaint (dated 1/6/03) of Anthony Imperial against the Human Rights Commission for failure to provide records. (action item)

3. Complaint (dated 1/14/03) of Anthony Imperial against the Recreation & Park Department for failure to provide records. (action item)

4. Complaint (dated 1/6/03) of Anthony Imperial against the Department of Recreation & Parks for failure to provide records. (action item)

5. Complaint (dated 1/6/03) of Anthony Imperial against Friends of Recreation & Park for failure to provide records. (action item)

6. Future Committee items. (discussion item)

7. Public comment.

Adjournment

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

1.	Complainant presents his/her facts and evidence	5 minutes
2.	Other parties present facts and evidence	5 minutes each party
3.	City responds	5 minutes
4.	Complainant presents rebuttal	3 minutes
5.	Public comment	
6.	Matter is with the Task Force for discussion and deliberation	
7.	Vote by Task Force	

Note: Time must be adhered to
If a speaker is interrupted by questions, the interruption does not count against his/her time.

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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

MINUTES*

Thursday, February 13, 2003
2:00 p.m., City Hall, Room 82

Committee Members: Sue Cauthen, Chair; Doug Comstock; David Parker

The meeting of Thursday, February 13, 2003 was not held due to lack of a quorum.

Submitted by Donna L. Hall, Administrator

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Office of Supervisor Ross
Sunshine Ordinance Task Force

February 25, 2003 (Cancelled)

SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

AGENDA

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Tuesday, February 25, 2003
3:00 p.m., City Hall, Room 408

Committee Members: Sue Cauthen, Chair; Doug Comstock; David Parker

Note: Each speaker on a complaint item will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item.

Note: Each item on the Agenda may include minutes, department or agency letters and reports, Task Force reports, and public correspondence. These items will be available for review at City Hall, Clerk of the Board Office, Room 244.

Call to Order/Roll Call/Agenda Changes

1. Approval of minutes of January 9 and February 13, 2003. (action item)

2. Complaint (dated 1/6/03) of Anthony Imperial against the Human Rights Commission for failure to provide records. (action item)

3. Complaint (dated 1/14/03) of Anthony Imperial against the Recreation & Park Department for failure to provide records. (action item)

4. Complaint (dated 1/6/03) of Anthony Imperial against the Department of Recreation & Parks for failure to provide records. (action item)

5. Complaint (dated 1/6/03) of Anthony Imperial against Friends of Recreation & Park for failure to provide records. (action item)

6. Regular meeting times of Committee. (action item)

7. Future Committee items. (discussion item)

8. Public comment.

Adjournment

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

1. Complainant presents his/her facts and evidence 5 minutes
2. Other parties present facts and evidence 5 minutes each party
3. City responds 5 minutes
4. Complainant presents rebuttal 3 minutes
5. Public comment
6. Matter is with the Task Force for discussion and deliberation
7. Vote by Task Force

Note: Time must be adhered to
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Adjournment

THE AGENDA PACKET IS AVAILABLE FOR REVIEW

MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

1. Complainant presents his/her facts and evidence 5 minutes

2. Other parties present facts and evidence 5 minutes each party

3. City responds 5 minutes

4. Complainant presents rebuttal 3 minutes

5. Public comment

6. Matter is with the Task Force for discussion and deliberation

7. Vote by Task Force

Note: Time must be adhered to

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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE
SPECIAL RESCHEDULED (from 3/13/03) MEETING
AGENDA
Tuesday, March 11, 2003
4:00 p.m., City Hall, Room 82

Committee Members: Sue Cauthen, Chair; Doug Comstock; David Parker

Note: Each speaker on a complaint item will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item.

Note: Each item on the Agenda may include minutes, department or agency letters and reports, Task Force reports, and public correspondence. These items will be available for review at City Hall, Clerk of the Board Office, Room 244.

Call to Order/Roll Call/Agenda Changes

1. Approval of minutes of January 9 and February 13, 2003. (action item)

2. Complaint (dated 1/6/03) of Anthony Imperial against the Human Rights Commission for failure to provide records. (action item)

3. Complaint (dated 1/14/03) of Anthony Imperial against the Recreation & Park Department for failure to provide records. (action item)

4. Complaint (dated 1/6/03) of Anthony Imperial against the Department of Recreation & Parks for failure to provide records. (action item)

5. Complaint (dated 1/6/03) of Anthony Imperial against Friends of Recreation & Park for failure to provide records. (action item)

6. Regular meeting times of Committee. (action item)

7. Future Committee items. (discussion item)

8. Public comment.

Adjournment

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MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

1.	Complainant presents his/her facts and evidence	5 minutes
2.	Other parties present facts and evidence	5 minutes each party
3.	City responds	5 minutes
4.	Complainant presents rebuttal	3 minutes
5.	Public comment	
6.	Matter is with the Task Force for discussion and deliberation	
7.	Vote by Task Force	

Note: Time must be adhered to
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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

MINUTES*

Tuesday, March 11, 2003
4:00 p.m., City Hall, Room 82

Committee Members: Sue Cauthen, Chair; Doug Comstock; David Parker

Note: Action items: First name indicates Member making motion; second name indicates member seconding motion. All items unanimous except as noted.

The meeting was called to order at 4:00 p.m.

Roll Call: Present: Cauthen, Parker. Absent: Comstock

1. Approval of minutes of February 13, 2003.

   Minutes approved. (Cauthen/Parker) (Comstock absent)

2. Complaint (dated 1/6/03) of Anthony Imperial against the Human Rights Commission for failure to provide records.

   Motion adopted approving letter of jurisdiction from the City Attorney's Office. (Parker/Cauthen) (Comstock absent)

   No public comment.

3. Complaint (dated 1/14/03) of Anthony Imperial against the Recreation & Park Department for failure to provide records.

   Motion adopted approving letter of jurisdiction from the City Attorney's Office. (Parker/Cauthen) (Comstock absent)

   No public comment.

4. Complaint (dated 1/6/03) of Anthony Imperial against the Department of Recreation & Parks for failure to provide records.

   Public Comment

   Mr. Anthony Imperial requested that this item be continued for sixty (60) days.

5. Complaint (dated 1/6/03) of Anthony Imperial against Friends of Recreation & Park for failure to provide records.

   Public Comment

   Mr. Anthony Imperial requested that this item be continued for sixty (60) days.

6. Regular meeting times of Committee.

   Members Parker and Cauthen agreed to meet the second Tuesday of each month at 4:00 p.m. Administrator will confirm with Member Comstock.

7. Future Committee items.

   No future Committee items were discussed.

   No public comment.

8. Public Comment

   Mr. Imperial requested that future hearings involving his complaint be held in Room 82.

The meeting adjourned at 4:10 p.m.

Donna L. Hall, Administrator

*The March 11, 2003 Complaint Committee meeting has been recorded and is on file in the Sunshine Ordinance Task Force Office.

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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

AGENDA

Tuesday, April 8, 2003
4:00 p.m., City Hall, Room 406

Committee Members: Sue Cauthen, Chair; Doug Comstock; David Parker

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of March 11, 2003. (action item)

2. Determination of jurisdiction of complaint of Peter Warfield against the San Francisco Public Library Commission for failure to provide records. (action item)

3. Public comment.

4. Future Committee items.

Adjournment

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SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

1.	Complainant presents his/her facts and evidence	5 minutes
2.	Other parties present facts and evidence	5 minutes each party
3.	City responds	5 minutes
4.	Complainant presents rebuttal	3 minutes
5.	Public comment	
6.	Matter is with the Task Force for discussion and deliberation	
7.	Vote by Task Force	

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

MINUTES*

Tuesday, April 8, 2003
4:00 p.m., City Hall, Room 406

Committee Members: Sue Cauthen, Chair; Doug Comstock, David Parker

Note: Action items: First name indicates Member making motion; second name indicates member seconding motion. All items unanimous except as noted.

The meeting was called to order at 4:00 p.m.

Roll Call: Present: Cauthen, Comstock, Parker

1. Approval of minutes of March 11, 2003. Minutes approved. (Parker/Comstock)

2. Determination of jurisdiction of complaint of Peter Warfield against the San Francisco Public Library Commission for failure to provide records. (action item)

   Peter Warfield spoke in support of his complaint.

   Public Comment from Emeric Kalman regarding City Charter Provisions on citizen participation, public notices, hearings, and access to public documents.

   Motion adopted approving jurisdiction of the complaint. (Comstock/Cauthen)
   Ayes: Comstock, Cauthen; Noe: Parker

3. Public comment. None

4. Future Committee items. None

The meeting adjourned at 4:35 p.m.

Donna L. Hall, Administrator

*The April 8, 2003 Complaint Committee meeting has been recorded and is on file in the Sunshine Ordinance Task Force Office.

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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

AGENDA

Tuesday, May 13, 2003
4:00 p.m., City Hall, Room 406

Committee Members: Sue Cauthen, Chair; Doug Comstock; David Parker

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of April 8, 2003 (action item)

2. Determination of jurisdiction of complaint Daisy Buel against the Greenbook Project for failure to provide records (action item)

3. Determination of jurisdiction of complaint of Jason Grant Garza against the City Attorney's Office for failure to provide records (action item)

4. Determination of jurisdiction of complaint of Peter Warfield against the San Francisco Public Library Commission for failure to provide meaningful description on agenda (action item)

5. Public comment on items not listed on agenda (discussion item)

6. Future Committee items (discussion item)

Adjournment

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SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

1.	Complainant presents his/her facts and evidence	5 minutes
2.	Other parties present facts and evidence	5 minutes each party
3.	City responds	5 minutes
4.	Complainant presents rebuttal	3 minutes
5.	Public comment	
6.	Matter is with the Task Force for discussion and deliberation	
7.	Vote by Task Force	

Note: Time must be adhered to
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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

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MINUTES*

Tuesday, May 13, 2003
4:00 p.m., City Hall, Room 406

Committee Members: Sue Cauthen, Chair; Doug Comstock; David Parker

Note: Action items: First name indicates Member making motion; second name indicates member seconding motion. All items unanimous except as noted.

The meeting was called to order at 4:07 p.m.

Roll Call: Present: Cauthen, Parker; Absent: Comstock

1. Approval of minutes of April 8, 2003.

   Minutes approved. (Cauthen/Parker). Absent: Comstock

   Public comment from Mr. Peter Warfield recommending format changes to the meeting minutes.

2. Determination of jurisdiction of complaint Daisy Buel against the Greenbook Project for failure to provide records.

   Ms. Daisy Buel spoke in support of her complaint.

   Motion adopted approving jurisdiction of the complaint. (Cauthen/Parker) Absent: Comstock

3. Determination of jurisdiction of complaint of Jason Grant Garza against the City Attorney's Office for failure to provide records.

   Motion adopted approving jurisdiction of the complaint. (Cauthen/Parker) Absent: Comstock

4. Determination of jurisdiction of complaint of Peter Warfield against the San Francisco Public Library Commission for failure to provide meaningful description

on agenda.

Mr. Peter Warfield spoke in support of his complaint.

Motion adopted approving jurisdiction of the complaint. (Cauthen/Parker) Absent: Comstock

5. Public comment on items not listed on agenda.

Public comment from Mr. Emeric Kalman regarding a meeting of the Recreation and Park Department on May 12, 2003, public records requests, and compliance with the Sunshine Ordinance.

Public comment from Mr. Peter Warfield regarding written and oral public records requests and encouraging the Task Force to increase the specificity of Orders of Determination. (See attached summary of Mr. Warfield's comments.)

6. Future Committee items.

Member Parker submitted letter of apology regarding statements he had made at the regular meeting of the Task Force on April 22 regarding the Complaint Committee Chair.

The meeting adjourned at 4:40 p.m.

*The May 13, 2003 Complaint Committee meeting has been recorded and is on file in the Sunshine Ordinance Task Force Office.

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Sunshine Ordinance Task Force

City Hall
Dr. Carlton B. Goodlett Place, Room 244
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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

AGENDA

Tuesday, June 10, 2003
4:00 p.m., City Hall, Room 406

Committee Members: Sue Cauthen, Chair; Doug Comstock; David Parker

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of May 13, 2003 (action item)

2. Determination of jurisdiction of complaint of Michael Stoll against the Department of Elections for failure to provide records (action item)

3. Determination of jurisdiction of complaint of Daniel Boreen against the Fire Department for failure to provide records (action item)

4. Public comment on items not listed on agenda (discussion item)

5. Future Committee items (discussion item)

Adjournment

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

1.	Complainant presents his/her facts and evidence	5 minutes
2.	Other parties present facts and evidence	5 minutes each party
3.	City responds	5 minutes
4.	Complainant presents rebuttal	3 minutes
5.	Public comment	
6.	Matter is with the Task Force for discussion and deliberation	
7.	Vote by Task Force	

Note: Time must be adhered to
If a speaker is interrupted by questions, the interruption does not count against his/her time.

Disability Access: The hearing room is wheelchair accessible.

Chemical-Based Products: In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

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MINUTES

Tuesday, June 10, 2003
4:00 p.m., City Hall, Room 406

Committee Members: Sue Cauthen, Chair; Doug Comstock; David Parker

Note: Action items: First name indicates Member making motion; second name indicates Member seconding motion. All items unanimous except as noted.

The meeting was called to order at 4:00 p.m.

Roll Call: Present: Cauthen, Parker; Absent: Comstock

1. Approval of minutes of May 13, 2003.

   Minutes approved. (Parker/Cauthen). Absent: Comstock

2. Determination of jurisdiction of complaint of Michael Stoll against the Department of Elections for failure to provide records.

   Suzanne Berg, Department of Elections spoke on behalf of the Department.

   Motion adopted approving jurisdiction of the complaint. (Cauthen/Parker) Absent: Comstock

3. Determination of jurisdiction of complaint of Daniel Boreen against the Fire Department for failure to provide records.

   Lorrie Kalos, Assistant Deputy Chief, Fire Department, spoke on behalf of the Department.

   Motion adopted approving jurisdiction of the complaint. (Parker/Cauthen) Absent: Comstock

4. Public comment on items not listed on agenda.

   Public comment from Lorrie Kalos asking if verification is needed for a criminal case.

5. Future Committee items.

   Member Parker discussed a potential complaint by Mark Schlosberg, Attorney at Law, against the Police Commission.

The meeting adjourned at 4:14 p.m.

Submitted by Donna L. Hall, Administrator

*The June 10, 2003 Complaint Committee meeting has been recorded and is on file in the Sunshine Ordinance Task Force Office.

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Cancelled

Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE

COMPLAINT COMMITTEE

RESCHEDULED MEETING

TUESDAY, JULY 15, 2003
(From 7/8/03)

Posted 6/27/03

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

AGENDA

Tuesday, July 15, 2003
4:00 p.m., City Hall, Room 406

Committee Members: Doug Comstock, Chair, Bruce Brugmann, Sue Cauthen

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of June 10, 2003 (action item)

2. Determination of jurisdiction of complaint of Daniel Boreen against the Fire Department for failure to provide records (action item)

3. Public comment on items not listed on agenda (discussion item)

4. Future Committee items (discussion item)

Adjournment

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

1.	Complainant presents his/her facts and evidence	5 minutes
2.	Other parties present facts and evidence	5 minutes each party
3.	City responds	5 minutes
4.	Complainant presents rebuttal	3 minutes
5.	Public comment	
6.	Matter is with the Task Force for discussion and deliberation	
7.	Vote by Task Force	

Note: Time must be adhered to
If a speaker is interrupted by questions, the interruption does not count against his/her time.

Disability Access: The hearing room is wheelchair accessible.

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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

*MINUTES

Tuesday, July 15, 2003
4:00 p.m., City Hall, Room 406

Committee Members: Doug Comstock, Chair, Bruce Brugmann, Sue Cauthen

Note: Action items: First name indicates Member making motion; second name indicates Member seconding motion. All items unanimous except as noted.

The meeting was called to order at 4:03 p.m.

Roll Call: Present: Comstock, Brugmann, Cauthen (arrived the meeting during Item 2).

1. Approval of minutes of June 10, 2003.

   Minutes approved. (Brugmann/Comstock) Absent: Cauthen

2. Determination of jurisdiction of complaint of Daniel Boreen against the Fire Department for failure to provide records.

   Member Cauthen entered the meeting during this item.

   Motion adopted approving jurisdiction of the complaint. (Cauthen/Brugmann)
   Ayes: Cauthen, Brugmann, Comstock

   Daniel Boreen spoke in support of his complaint.

3. Public comment on items not listed on agenda.

   None

4. Future Committee items

   Checklist for Departments on Sunshine Ordinance guidelines.

Adjournment: The meeting adjourned at 4:42 p.m.

***The July 15, 2003 Complaint Committee meeting has been recorded and is on file in the Sunshine Ordinance Task Force Office.**

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

1.	Complainant presents his/her facts and evidence	5 minutes
2.	Other parties present facts and evidence	5 minutes each party
3.	City responds	5 minutes
4.	Complainant presents rebuttal	3 minutes
5.	Public comment	
6.	Matter is with the Task Force for discussion and deliberation	
7.	Vote by Task Force	

Note: Time must be adhered to
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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

AGENDA

Tuesday, August 12, 2003
4:00 p.m., City Hall, Room 406

Committee Members: Doug Comstock, Chair, Bruce Brugmann, Sue Cauthen

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of July 15, 2003 (action item)

2. Determination of jurisdiction of complaint of Steve Lawrence against the Public Utilities Commission for failure to provide records (action item)

3. Determination of jurisdiction of complaint of Sue Cauthen against the San Francisco Public Library for failure to provide adequate notice of a meeting; provide complete copies of documents; and provide adequate assistance in obtaining documents (action item)

4. Public comment on items not listed on agenda (discussion item)

5. Future Committee items (discussion item)

Adjournment

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

1.	Complainant presents his/her facts and evidence	5 minutes
2.	Other parties present facts and evidence	5 minutes each party
3.	City responds	5 minutes
4.	Complainant presents rebuttal	3 minutes
5.	Public comment	
6.	Matter is with the Task Force for discussion and deliberation	
7.	Vote by Task Force	

Note: Time must be adhered to
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Disability Access: The hearing room is wheelchair accessible.

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

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MINUTES*

Tuesday, August 12, 2003
4:00 p.m., City Hall, Room 406

Committee Members: Doug Comstock, Chair, Bruce Brugmann, Sue Cauthen

Note: Action items: First name indicates Member making motion; second name indicates Member seconding motion. All items unanimous except as noted.

The meeting was called to order at 4:45 p.m.

Roll Call: Present: Brugmann, Cauthen, Jenkins; Absent: Comstock

1. Approval of minutes of July 15, 2003.

   Minutes approved. (Cauthen/Jenkins) Absent: Comstock

2. Determination of jurisdiction of complaint of Steve Lawrence against the Public Utilities Commission for failure to provide records.

   Deputy City Attorney Llorente announced that Mr. Lawrence has received records from the PUC but is not satisfied. He has withdrawn his current complaint and will re-file at a future date.

   The Complaint Committee requested that the Sunshine Task Force Administrator issue quantified reports on complaints that have been resolved as a result of her effort. It was agreed to place this item for discussion on the agenda for the next Sunshine Task Force meeting.

3. Determination of jurisdiction of complaint of Sue Cauthen against the San Francisco Public Library for failure to provide adequate notice of a meeting; provide complete copies of documents; and provide adequate assistance in obtaining documents.

Member Cauthen recused herself at this time.
Sue Cauthen spoke in support of her complaint.

Motion adopted approving jurisdiction of the complaint. (Jenkins/Brugmann) Ayes: Brugmann, Jenkins; Absent: Comstock; Recused: Cauthen.

4. Public comment on items not listed on agenda.

Member Cauthen joined the meeting at this time.

No public comment.

5. Future Committee items.

The Complaint Committee requested that the Sunshine Task Force Administrator provide guidelines to members on how to efficiently handle Sunshine Ordinance complaints.

The meeting adjourned at 5:27 p.m.

Submitted by Monica Fish, Assistant Clerk

***The August 12, 2003 Complaint Committee meeting has been recorded and is on file in the Sunshine Ordinance Task Force Office.**

Sunshine Ordinance Task Force

City Hall
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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

AGENDA

Tuesday, September 9, 2003
4:00 p.m., City Hall, Room 406

Committee Members: Doug Comstock, Chair, Bruce Brugmann, Sue Cauthen

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of August 12, 2003 (action item)

2. Determination of jurisdiction of complaint of Steve Lawrence against the Public Utilities Commission for failure to provide records (action item)

3. Determination of jurisdiction of complaint of Steve Cockrell against the Natural Areas Program Citizens Advisory Committee for failure to ensure public and open process; failure to provide an agenda; failure to provide documents at a public meeting; failure to provide opportunity for public comment; failure to provide review of tape recordings of meetings; requiring an appointment to review records. (action item)

4. Public comment on items not listed on agenda (discussion item)

5. Future Committee items (discussion item)

Adjournment

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

1.	Complainant presents his/her facts and evidence	5 minutes
2.	Other parties present facts and evidence	5 minutes each party
3.	City responds	5 minutes
4.	Complainant presents rebuttal	3 minutes
5.	Public comment	
6.	Matter is with the Task Force for discussion and deliberation	
7.	Vote by Task Force	

Note: Time must be adhered to
If a speaker is interrupted by questions, the interruption does not count against his/her time.

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

MINUTES*

Tuesday, September 9, 2003
4:00 p.m., City Hall, Room 406

Committee Members: Doug Comstock, Chair, Bruce Brugmann, Sue Cauthen

Note: Action items: First name indicates Member making motion; second name indicates Member seconding motion. All items unanimous except as noted.

The meeting was called to order at 4:00 p.m.

Roll Call: Present: Brugmann, Cauthen, and Comstock

1. Approval of minutes of August 12, 2003.

   Minutes approved. (Brugmann/Cauthen)

2. Determination of jurisdiction of complaint of Steve Lawrence against the Public Utilities Commission for failure to provide records.

   Motion adopted approving jurisdiction of the complaint. (Brugmann/Cauthen)

3. Determination of jurisdiction of complaint of Steve Cockrell against the Natural Areas Program Citizens Advisory Committee for failure to ensure public and open process; failure to provide an agenda; failure to provide documents at a public meeting; failure to provide opportunity for public comment; failure to provide review of tape recordings of meetings; requiring an appointment to review records.

   Steve Cockerell spoke in support of his complaint.

   Tys Sniffen, Chair, Natural Areas Program Citizens Advisory Committee (NAPCAC) spoke in support of NAPCAC.

   Bill Wilson on NAPCAC's failure to provide documents at a public meeting, failure

to ensure public and open process, and failure to provide review of tape recordings of meetings.

Jack Laws, NAPCAC member spoke on NAPCAC's public comment process and failure to provide review of tape recordings of meetings.

No public comment.

Motion adopted approving jurisdiction of the complaint (Cauthen/Brugmann)

4. Public comment on items not listed on agenda.

No public comment.

5. Future Committee items.

Member Cauthen requested rescheduling the next Complaint Committee meeting.

The meeting adjourned at 4:56 p.m.

Submitted by Donna L. Hall, Administrator

*The September 9, 2003 Complaint Committee meeting has been recorded and is on file in the Sunshine Ordinance Task Force Office.

Board of Supervisors
Sunshine Ordinance Task Force

October 14, 2003 Rescheduled

SUNSHINE ORDINANCE TASK FORCE

COMPLAINT COMMITTEE

RESCHEDULED MEETING

MEETING OF OCTOBER 14, 2003

RESCHEDULED TO

TUESDAY, OCTOBER 21, 2003

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

AGENDA
SPECIAL MEETING
Tuesday, October 21, 2003
3:00 p.m., City Hall, Room 406

Committee Members: Doug Comstock, Chair, Bruce Brugmann, Sue Cauthen

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of September 9, 2003 (action item)

2. Determination of jurisdiction of complaint of Ronald Van Pool against the Fire Department for alleged failure to provide records. (action item)

3. Determination of jurisdiction of complaint of Patrick Monette-Shaw against the Office of the Mayor for alleged failure to provide records. (action item)

4. Determination of jurisdiction of complaint of John Harrison against the San Francisco Residential Rent Stabilization & Arbitration Board for alleged overcharging of tape recordings of hearings. (action item)

5. Public comment on items not listed on agenda. (discussion item)

6. Future Committee items. (discussion item)

Adjournment

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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3.	City responds	5 minutes
4.	Complainant presents rebuttal	3 minutes
5.	Public comment	
6.	Matter is with the Task Force for discussion and deliberation	
7.	Vote by Task Force	

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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

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MINUTES*

Tuesday, October 21, 2003
3:00 p.m., City Hall, Room 406

Committee Members: Doug Comstock, Chair; Bruce Brugmann, Sue Cauthen

Note: Action items: First name indicates Member making motion; second name indicates Member seconding motion. All items unanimous except as noted.

The meeting was called to order at 3:03 p.m.

Roll Call: Present: Brugmann, Cauthen, and Comstock

1. Approval of minutes of September 9, 2003.

   Minutes approved. (Cauthen/Brugmann)

2. Determination of jurisdiction of complaint of Ronald Van Pool against the Fire Department for alleged failure to provide records.

   Lorrie Kalos, Assistant Deputy Chief of the San Francisco Fire Department spoke in support of the Fire Department.

   Motion adopted approving jurisdiction of the complaint. (Cauthen/Brugmann)

3. Determination of jurisdiction of complaint of Patrick Monette-Shaw against the Office of the Mayor for alleged failure to provide records.

   Mr. Patrick Monette-Shaw spoke in support of his complaint.

   Motion adopted approving jurisdiction of the complaint. (Brugmann/Cauthen)

4. Determination of jurisdiction of complaint of John Harrison against the San Francisco Residential Rent Stabilization & Arbitration Board for alleged overcharging of tape recordings of hearings.

   Donna Hall, Task Force Administrator reported that the San Francisco Residential Rent Stabilization & Arbitration Board would honor the Sunshine Ordinance requirement in the future and revise their policies and not charge $7.00 per tape copying charge. They offered to refund overcharged monies to Mr. Harrison. Administrator tried to contact Mr. John Harrison by e-mail to advise him to contact the Board for a refund, but no reply has been received to date.

   Motion adopted approving jurisdiction of the complaint. (Brugmann/Cauthen)

5. Public comment on items not listed on agenda.

   No public comment.

6. Future Committee items.

   No future Committee items were discussed.

The meeting adjourned at 3:37 p.m.

Submitted by Donna L. Hall, Administrator

*The October 21, 2003 Complaint Committee meeting has been recorded and is on file in the Sunshine Ordinance Task Force Office.

Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

AGENDA
RESCHEDULED MEETING
(From 11/11/03 to)
Wednesday, November 12, 2003
5:30 p.m., City Hall, Room 406

Committee Members: Doug Comstock, Chair, Bruce Brugmann, Sue Cauthen

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of October 21, 2003 (action item)

2. Determination of jurisdiction of complaint of Katherine Roberts against the Golden Gate Park Concourse Authority for alleged failure to provide records for a public hearing. (action item)

3. Determination of jurisdiction of complaint of Kristen Odlaug against the San Francisco Fire Department for alleged failure to provide records. (action item)

4. Determination of jurisdiction of complaint of Daniel Boreen against the San Francisco Fire Department for alleged failure to provide records. (action item)

5. Public comment on items not listed on agenda. (discussion item)

6. Future Committee items. (discussion item)

Adjournment

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

1.	Complainant presents his/her facts and evidence	5 minutes
2.	Other parties present facts and evidence	5 minutes each party
3.	City responds	5 minutes
4.	Complainant presents rebuttal	3 minutes
5.	Public comment	
6.	Matter is with the Task Force for discussion and deliberation	
7.	Vote by Task Force	

Note: Time must be adhered to
If a speaker is interrupted by questions, the interruption does not count against his/her time.

Disability Access: The hearing room is wheelchair accessible.

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

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MINUTES*
RESCHEDULED MEETING
(From 11/11/03 to)
Wednesday, November 12, 2003
5:30 p.m., City Hall, Room 406

Committee Members: Doug Comstock, Chair, Bruce Brugmann, Sue Cauthen, Garrett Jenkins

Note: Action items: First name indicates Member making motion; second name indicates member seconding motion. All items unanimous except as noted.

The meeting was called to order at 4:00 p.m.
Roll Call: Present: Brugmann, Jenkins. Absent: Comstock, Cauthen

1. Approval of minutes of October 21, 2003. Approved. (Jenkins/Brugmann) (Comstock, Cauthen absent)

2. Determination of jurisdiction of complaint of Katherine Roberts against the Golden Gate Park Concourse Authority for alleged failure to provide records for a public hearing.

   Complainant Katherine Roberts addressed the Committee in support of her complaint.

   Jurisdiction approved. (Jenkins/Brugmann) (Comstock, Cauthen absent)

3. Determination of jurisdiction of complaint of Kristen Odlaug against the San Francisco Fire Department for alleged failure to provide records.

   Jurisdiction approved. (Jenkins/Brugmann) (Comstock, Cauthen absent)

4. Determination of jurisdiction of complaint of Daniel Boreen against the San Francisco Fire Department for alleged failure to provide records.

   Complainant Daniel Boreen addressed the Committee in support of his complaint.

   Jurisdiction approved. (Jenkins/Brugmann) (Comstock, Cauthen absent)

5. Public comment on items not listed on agenda. None

6. Future Committee items. None

The meeting adjourned at 5:55 p.m.

The November 12, 2003 Complaint Committee meeting has been recorded and is on file in the Sunshine Ordinance Task Force Office.

Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE

COMPLAINT COMMITTEE

NOTICE OF CANCELLATION OF MEETING OF

Tuesday, December 9, 2003

Posted 12-04-03

Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

AGENDA

Tuesday, January 13, 2004
4:00 p.m., City Hall, Room 406

Committee Members: Doug Comstock, Chair, Bruce Brugmann, Sue Cauthen

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of November 12, 2003 (action item)

2. Determination of jurisdiction of complaint of John M. Kelly against the Department of Building Inspection (DBI) for alleged failure to provide records in response to a public record request. (action item)

3. Determination of jurisdiction of complaint of Joe Acosta against the San Francisco Recreation and Park Department for alleged failure to provide a meaningful description on the meeting agenda. (action item)

4. Determination of jurisdiction of complaint of Joseph Graff against the San Francisco Fire Department for alleged failure to provide records in response to a public record request. (action item)

5. Determination of jurisdiction of complaint of Steve Cockerell against the Parks Recreation and Open Space Advisory Committee (PROSAC) for alleged failure to provide records in response to a public record request. (action item)

6. Determination of jurisdiction of complaint of Kevin Williams against the San Francisco Human Rights Commission for alleged overcharging for the production of public records. (action item)

7. Public comment on items not listed on agenda. (discussion item)

8. Future Committee items. (discussion item)

Adjournment

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

1.	Complainant presents his/her facts and evidence	5 minutes
2.	Other parties present facts and evidence	5 minutes each party
3.	City responds	5 minutes
4.	Complainant presents rebuttal	3 minutes
5.	Public comment	
6.	Matter is with the Task Force for discussion and deliberation	
7.	Vote by Task Force	

Note: Time must be adhered to
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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

AMENDED AGENDA

Tuesday, January 13, 2004
4:00 p.m., City Hall, Room 406

Committee Members: Doug Comstock, Chair, Bruce Brugmann, Sue Cauthen

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of November 12, 2003 (action item)

2. Determination of jurisdiction of complaint of John M. Kelly against the Department of Building Inspection (DBI) for alleged failure to provide records in response to a public record request. (action item)

3. Determination of jurisdiction of complaint of Joe Acosta against the San Francisco Park, Recreation & Open Space Advisory Committee (PROSAC) and Board of Supervisors for alleged failure to provide a meaningful description on their meeting agendas. (action item)

4. Determination of jurisdiction of complaint of Joseph Graff against the San Francisco Fire Department for alleged failure to provide records in response to a public record request. (action item)

5. Determination of jurisdiction of complaint of Steve Cockrell against the Park, Recreation & Open Space Advisory Committee (PROSAC) for alleged failure to provide records in response to a public record request. (action item)

6. Determination of jurisdiction of complaint of Kevin Williams against the San Francisco Human Rights Commission for alleged overcharging for the production

of public records. (action item)

7. Public comment on items not listed on agenda. (discussion item)

8. Future Committee items. (discussion item)

Adjournment

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

1.	Complainant presents his/her facts and evidence	5 minutes
2.	Other parties present facts and evidence	5 minutes each party
3.	City responds	5 minutes
4.	Complainant presents rebuttal	3 minutes
5.	Public comment	
6.	Matter is with the Task Force for discussion and deliberation	
7.	Vote by Task Force	

Note: Time must be adhered to
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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

MINUTES

Tuesday, January 13, 2004
4:00 p.m., City Hall, Room 406

Committee Members: Doug Comstock, Chair, Bruce Brugmann, Sue Cauthen, Garrett Jenkins

Note: Action items: First name indicates Member making motion; second name indicates member seconding motion. All items unanimous except as noted.

The meeting was called to order at 4:08 p.m.

Roll Call: Present: Comstock, Cauthen, Brugmann

1. Approval of minutes of November 12, 2003. Approved. (Cauthen/Brugmann)

2. Determination of jurisdiction of complaint of John M. Kelly against the Department of Building Inspection (DBI) for alleged failure to provide records in response to a public record request.

   Complaint withdrawn by complainant January 12, 2004.

3. Determination of jurisdiction of complaint of Joe Acosta against the San Francisco Park, Recreation & Open Space Advisory Committee (PROSAC) and Board of Supervisors for alleged failure to provide a meaningful description on their meeting agendas.

   Jurisdiction approved. (Cauthen/Brugmann)

4. Determination of jurisdiction of complaint of Joseph Graff against the San Francisco Fire Department for alleged failure to provide records in response to a public record request.

   Jurisdiction approved. (Cauthen/Brugmann)

5. Determination of jurisdiction of complaint of Steve Cockrell against the Park, Recreation & Open Space Advisory Committee (PROSAC) for alleged failure to provide records in response to a public record request.

   Complainant Steve Cockrell addressed the Committee in support of his complaint.

   Jurisdiction approved. (Cauthen/Brugmann)

6. Determination of jurisdiction of complaint of Kevin Williams against the San Francisco Human Rights Commission for alleged overcharging for the production of public records.

   Complainant Kevin Williams addressed the Committee in support of his complaint.

   Jurisdiction approved. (Brugmann/Cauthen)

7. Public comment on items not listed on agenda.

   No public comment.

8. Future Committee items.

   No discussion.

The meeting adjourned at 5:15 p.m.

*The January 13, 2004 Complaint Committee meeting has been recorded and is on file in the Sunshine Ordinance Task Force Office.

Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

AGENDA

Tuesday, February 10, 2004
4:00 p.m., City Hall, Room 406

Committee Members: Doug Comstock, Chair, Bruce Brugmann, Sue Cauthen

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of January 13, 2004 (action item)

2. Determination of jurisdiction of complaint of John Kelly against the Department of Building Inspection alleging (a) that his requests were not responded to in a timely manner and (b) that when the Department responded, the Department did not fully comply with the records request. (action item)

3. Determination of jurisdiction of complaint of Oliver Luby and Kevin DeLiban against the Ethics Commission alleging deleting of email and attachments that were sent to the Ethics Commission. (action item)

4. Public comment on items not listed on agenda. (discussion item)

Adjournment

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THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

1.	Complainant presents his/her facts and evidence	5 minutes
	Other parties of Complainant presents facts & evidence	Up to 3 minutes each
2.	City responds	5 minutes
	Other parties of City respond	Up to 3 minutes each
	Above total speaking time for Complainant and City to be the same	
3.	Complainant presents rebuttal	3 minutes
4.	Public comment (Excluding Complainant & City response, witnesses)	Up to 3 minutes each
5.	Matter is with the Task Force for discussion and deliberation	
6.	Vote by Task Force	

Note: Time must be adhered to
If a speaker is interrupted by questions, the interruption does not count against his/her time.

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

MINUTES*

Tuesday, February 10, 2004
4:00 p.m., City Hall, Room 406

Committee Members: Doug Comstock, Chair, Bruce Brugmann, Sue Cauthen, Garrett Jenkins

Note: Action items: First name indicates Member making motion; second name indicates member seconding motion. All items unanimous except as noted.

Roll Call: Present: Comstock, Cauthen (entered during Item 3), Brugmann, Jenkins

1. Approval of minutes of January 13, 2004. Approved. (Jenkins/Brugmann) (Cauthen absent)

2. Determination of jurisdiction of complaint of John M. Kelly against the Department of Building Inspection alleging (a) that his requests were not responded to in a timely manner and (b) that when the Department responded, the Department did not fully comply with the records request.

   Motion adopted approving jurisdiction of t his complaint. (Brugmann/Jenkins) (Cauthen absent)

3. Determination of jurisdiction of complaint Oliver Luby and Kevin DeLiban against the Ethics Commission alleging deleting of email and attachments that were sent to the Ethics Commission.

   Complainant Kevin DeLiban addressed the Committee in support of jurisdiction of this complaint.

   Complainant Oliver Luby addressed the Committee in support of jurisdiction of this complaint.

   Ginny Vida, Ethics Commission, addressed the Committee in support of non-jurisdiction of this complaint.

Mabel Ng, Ethics Commission, addressed the Committee in support of non-jurisdiction of this complaint.

Member Cauthen entered the meeting at this time.

Public comment from David Pilpel in support of jurisdiction of this complaint and stating importance of retention periods.

Public comment from Paul Melbostad requesting Task Force to proceed with jurisdiction of this complaint.

Public comment from Charles Marsteller regarding retention policy flaw.

Public comment from Mark Soloman regarding accountability of Ethics Commission.

Public comment from Bob D. requesting jurisdiction of this complaint.

Public comment from Randall Knox requesting jurisdiction of this complaint.

Motion adopted approving jurisdiction of this complaint. (Jenkins/Cauthen)

Member Brugmann submitted comments from Terry Francke; Terry Francke information to be included in the Task Force meeting packet of February 24, 2004.

Member Comstock expressed concern regarding records retention policies.

4. Public comment on items not listed on agenda.

Public comment from David Pilpel regarding retention of records.

8. Future Committee items.

No discussion.

The meeting adjourned at 5:25 p.m.

Donna L. Hall, Administrator

*The February 10, 2004 Complaint Committee meeting has been recorded and is on file in the Sunshine Ordinance Task Force Office.

Sunshine Ordinance Task Force

City Hall
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SUNSHINE ORDINANCE TASK FORCE

COMPLAINT COMMITTEE

NOTICE OF CANCELLATION OF MEETING OF

Agenda

Tuesday, March 9, 2004

Posted 3-3-04

Sunshine Ordinance Task Force

City Hall
Dr. Carlton B. Goodlett Place, Room 244
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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

AGENDA

Tuesday, April 13, 2004
4:00 p.m., City Hall, Room 406

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4/13/04

Committee Members: Doug Comstock, Chair, Bruce Brugmann, Sue Cauthen

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of February 10, 2004 (action item)

2. Determination of jurisdiction of complaint of Peter Warfield against the Public Library for alleged failure to provide requested information relating to RSI related employee injuries/problems. (action item)

3. Determination of jurisdiction of complaint of Peter Warfield against the Public Library for alleged failure to provide complete requested information regarding the RFID forum. (action item)

4. Determination of jurisdiction of complaint of Peter Warfield against the Public Library for alleged failure to provide requested information regarding audio and video tapes of a commission meeting. (action item)

5. Determination of jurisdiction of complaint of Peter Warfield against the Public Library for alleged failure to provide requested information regarding draft minutes. (action item)

6. Public comment on items not listed on agenda. (discussion item)

Adjournment

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

1.	Complainant presents his/her facts and evidence	5 minutes
	Other parties of Complainant presents facts & evidence	Up to 3 minutes each
2.	City responds	5 minutes
	Other parties of City respond	Up to 3 minutes each
	Above total speaking time for Complainant and City to be the same	
3.	Complainant presents rebuttal	3 minutes
4.	Public comment (Excluding Complainant & City response, witnesses)	Up to 3 minutes each
5.	Matter is with the Task Force for discussion and deliberation	
6.	Vote by Task Force	

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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

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MINUTES*

Tuesday, April 13, 2004
4:00 p.m., City Hall, Room 406

F
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2
13/04

Committee Members: Doug Comstock, Chair, Bruce Brugmann, Sue Cauthen

Note: Action items: First name indicates Member making motion; second name indicates member seconding motion. All items unanimous except as noted.

Roll Call: All present

1. Approval of minutes of February 10, 2004.

   Minutes approved (Brugmann/Cauthen)

2. Determination of jurisdiction of complaint of Peter Warfield against the Public Library for alleged failure to provide requested information relating to RSI related employee injuries/problems.

   Complainant Warfield addressed the Task Force in support of his complaint.

   Jurisdiction approved. (Cauthen/Brugmann)

3. Determination of jurisdiction of complaint of Peter Warfield against the Public Library for alleged failure to provide complete requested information regarding the RFID forum.

   Complainant Warfield addressed the Task Force in support of his complaint.

   Jurisdiction approved. (Cauthen/Brugmann)

4. Determination of jurisdiction of complaint of Peter Warfield against the Public Library for alleged failure to provide requested information regarding audio and video tapes of a commission meeting.

Complainant Warfield addressed the Task Force in support of his complaint.

Jurisdiction approved. (Cauthen/Brugmann)

5. Determination of jurisdiction of complaint of Peter Warfield against the Public Library for alleged failure to provide requested information regarding draft minutes.

   Complainant Warfield addressed the Task Force in support of his complaint.

   Jurisdiction approved. (Cauthen/Brugmann)

   Member Brugmann suggested it could be helpful if a Task Force representative met with the Public Library regarding the continuing complaints.

6. Public comment on items not listed on agenda.

   Peter Warfield addressed the Task Force suggesting publicity would be important, i.e., a newsletter on the web.

   David Pilpel addressed the Task Force regarding the Planning Department requesting a document be filled out to review a record; and the Contract Administration Department regarding the Department requesting public records requests be in writing.

The meeting adjourned at 5:25 p.m.

Submitted by Donna L. Hall, Administrator

*The April 13, 2004 Complaint Committee meeting has been recorded and is on file in the Sunshine Ordinance task Force Office.

Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

AGENDA

Tuesday, May 11, 2004
4:00 p.m., City Hall, Room 034

Committee Members: Doug Comstock, Chair, Sue Cauthen

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of April 13, 2004 (action item)

2. Determination of jurisdiction of complaint of Anthony Imperial against the War Memorial & Performing Arts Center for alleged failure to provide complete information. (action item)

3. Determination of jurisdiction of complaint of Matthew Brennan against Supervisor Gonzalez' Office for alleged failure to provide complete information. (action item)

4. Public comment on items not listed on agenda. (discussion item)

Adjournment

THE AGENDA PACKET IS AVAILABLE FOR REVIEW MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

THE AGENDA PACKET IS AVAILABLE FOR REVIEW MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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	Above total speaking time for Complainant and City to be the same	
3.	Complainant presents rebuttal	3 minutes
4.	Public comment (Excluding Complainant & City response, witnesses)	Up to 3 minutes each
5.	Matter is with the Task Force for discussion and deliberation	
6.	Vote by Task Force	

Note: Time must be adhered to
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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

MINUTES*

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Tuesday, May 11, 2004
4:00 p.m., City Hall, Room 034

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5/11/04

Committee Members: Doug Comstock, Chair, Sue Cauthen, Garrett Jenkins

Note: First name indicates Member making motion; second name indicates member seconding motion. All items unanimous except as noted.

Call to Order
Roll Call: All present
Agenda Changes: No changes

1. Approval of minutes of April 13, 2004. Approved. (Cauthen/Jenkins)

2. Determination of jurisdiction of complaint of Anthony Imperial against the War Memorial & Performing Arts Center for alleged failure to provide complete information.

   Anthony Imperial addressed the Committee in support of his complaint.

   Public comment from Peter Warfield regarding redaction; helpful to see document on redaction.

   Motion adopted recommending jurisdiction of this complaint. (Cauthen/Jenkins)

3. Determination of jurisdiction of complaint of Matthew Brennan against Supervisor Gonzalez' Office for alleged failure to provide complete information.

   Matthew Brennan addressed the Committee in support of his complaint.

   Motion adopted recommending jurisdiction of this complaint. (Cauthen/Jenkins)

4. Public comment on items not listed on agenda.

Public comment from Peter Warfield regarding two complaints he submitted and were placed on the Compliance & Amendments Committee agenda.

Public comment from Tony Imperial regarding importance of Task Force.

The meeting adjourned at 4:35 p.m.

Submitted by Donna L. Hall, Administrator

*The May 11, 2004 Complaint Committee meeting has been audio recorded and is on file in the Sunshine Ordinance Task Force Office.

Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

AGENDA

Tuesday, June 8, 2004
4:00 p.m., City Hall, Room 406

F
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1
/8/04

Committee Members: Doug Comstock, Chair, Sue Cauthen

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of May 11, 2004 (action item)

2. Determination of jurisdiction of complaint of Jane Martin against the Public Utilities Commission for alleged failure to release requested information. (action item)

3. Determination of jurisdiction of complaint of John Darmanin against the Fire Commission for alleged failure to allow public comment; failure to disclose closed session information; failure to provide minutes within time line. (action item)

4. Progress of sole source contract reporting. (discussion and possible action item)

5. Public comment for items not listed on agenda. (discussion item)

Adjournment

THE AGENDA PACKET IS AVAILABLE FOR REVIEW MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

THE AGENDA PACKET IS AVAILABLE FOR REVIEW MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

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	Other parties of Complainant presents facts & evidence	Up to 3 minutes each
2.	City responds	5 minutes
	Other parties of City respond	Up to 3 minutes each
	Above total speaking time for Complainant and City to be the same	
3.	Complainant presents rebuttal	3 minutes
4.	Public comment (Excluding Complainant & City response, witnesses)	Up to 3 minutes each
5.	Matter is with the Task Force for discussion and deliberation	
6.	Vote by Task Force	

Note: Time must be adhered to
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Disability Access: The hearing room is wheelchair accessible.

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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

MINUTES*

Tuesday, June 8, 2004
4:00 p.m., City Hall, Room 406

F
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#2
6/8/04

Committee Members: Doug Comstock, Chair; Sue Cauthen; Garrett Jenkins

Note: First name indicates Member making motion; second name indicates member seconding motion. All items carried unanimously except as noted.

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Call to Order at 4:00 p.m.
Roll Call: All present
Agenda Changes: None

1. Approval of minutes of May 11, 2004

   Public comment from Peter Warfield regarding redaction of documents.
   Minutes approved. (Cauthen/Comstock)

2. Determination of jurisdiction of complaint of Jane Martin against the Public Utilities Commission for alleged failure to release requested information.

   Motion adopted approving jurisdiction. (Cauthen/Comstock)

3. Determination of jurisdiction of complaint of John Darmanin against the Fire Commission for alleged failure to allow public comment; failure to disclose closed session information; failure to provide minutes within time line.

   Motion adopted approving jurisdiction. (Cauthen/Comstock)

4. Progress of sole source contract reporting.

   Administrator reported on the 51 complaints filed against departments not reporting on their sole source contracts.

   Public comment from Peter Warfield commending the Task Force for this action.

5. Public comment for items not listed on agenda.

   Public comment from Peter Warfield regarding his filing of complaints stating he has experienced many more violations than he has filed; concerned about procedures of Task Force.

The meeting adjourned at 4:55 p.m.

Donna L. Hall, Administrator

*The June 8, 2004 Complaint Committee meeting has been audio recorded and is on file in the Sunshine Ordinance Task Force Office.

Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

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MINUTES*

RESCHEDULED MEETING
(From 7-13-04 to)

Tuesday, July 20, 2004
4:00 p.m., City Hall, Room 406

88.3
2
120/04

Committee Members: Sue Cauthen, Chair; Alexandra Nickliss; David Parker

Note: First name indicates Member making motion; second name indicates Member seconding motion. All items carried unanimously except as noted.

Call to Order: 4:00 p.m.
Roll Call: All present
Agenda Changes: Item 2 removed from agenda.

1. Approval of minutes of June 8, 2004. Approved (Parker/Nickliss)

2. Determination of jurisdiction of complaint of Doug Comstock against Adult Probation for failure to file sole source contract report for Fiscal Year 02/03.

   Removed.

3. Determination of jurisdiction of complaint of John Kelly against the Department of Building Inspection and Department Deputy Director for alleged failure to provide copies of requested records; and for "official misconduct" by willfully failing to provide a response to a records request.

   Mr. Kelly addressed the Committee in support of his complaint, stating he was not raising a time issue with regard to this complaint.

   Motion introduced approving jurisdiction of this complaint removing the time issue from the jurisdiction letter. (Parker/Nickliss) (Ayes: Parker) (Noes: Nickliss, Cauthen) The motion failed.

Motion adopted approving jurisdiction of this complaint as outlined in the jurisdictional letter. (Nickliss/Cauthen) (Ayes: Nickliss, Cauthen) (Noes: Parker) The motion carried.

4. Determination of jurisdiction of complaint of Matthew Hirsch against the Mayor's Office for alleged failure to provide requested information.

   Matthew Hirsch addressed the Committee in support of his complaint.

   Public comment from Emeric Kalman regarding his experience receiving information for requests for information from Commission applicants.

   Motion adopted approving jurisdiction of this complaint as outlined in the jurisdictional letter. (Nickliss/Parker)

5. Direction of Complaint Committee.

   --Discussion of work program for 2004.

   Member Parker, Chair of the Public Education & Information Committee, stated he was preparing a letter to be sent to departments offering training for their public information persons.

   Motion adopted requesting representatives from departments to appear before the Complaint Committee for the discussion of jurisdiction. (Nickliss/Parker)

6. Public Comment for items not listed on agenda.

   Public comment from Peter Warfield requesting draft Orders of Determination be made by the Complaint Committee

   Public Comment from male speaker regarding Love Parade and complaint against the Entertainment Commission.

The meeting adjourned at 5:15 p.m.

Submitted by Donna L. Hall, Administrator

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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

AGENDA

RESCHEDULED MEETING
(From 7-13-04 to)

Tuesday, July 20, 2004
4:00 p.m., City Hall, Room 406
AGENDA

F
88.3
1
7/20/04

Committee Members: Sue Cauthen, Chair; Alexandra Nickliss; David Parker

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of June 8, 2004 (action item)

2. Determination of jurisdiction of complaint of Doug Comstock against Adult Probation for failure to file sole source contract report for Fiscal Year 02/03. (action item)

3. Determination of jurisdiction of complaint of John Kelly against the Department of Building Inspection and Department Deputy Director for alleged failure to provide copies of requested records; and for "official misconduct" by willfully failing to provide a response to a records request. (action item)

4. Determination of jurisdiction of complaint of Matthew Hirsch against the Mayor's Office for alleged failure to provide requested information. (action item)

5. Direction of Complaint Committee. (Garrett Jenkins)

   --Discussion of work program for 2004. (discussion and possible action item)

6. Public Comment for items not listed on agenda. (discussion item)

Adjournment

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SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

AGENDA

Tuesday, August 10, 2004
4:00 p.m., City Hall, Room 406
AGENDA

Committee Members: Sue Cauthen, Chair; Alexandra Nickliss; David Parker

8.3
10/04

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of July 20, 2004 (action item)

2. Determination of jurisdiction of complaint of Peter Warfield against the San Francisco Public Library Commission for alleged inadequate minutes that were published earlier this year. (action item)

3. Determination of jurisdiction of complaint of Peter Warfield against the San Francisco Public Library regarding alleged failure to produce records. (action item)

4. Determination of jurisdiction of complaint of Peter Warfield against the San Francisco Public Library for alleged failure of a timely response to an Immediate Disclosure Request and regarding expected redaction of contact information. (action item)

5. Determination of jurisdiction of complaint of John Kelly against the Department of Building Inspection for alleged failure to respond in a timely manner to a written statement as to the existence, quantity, form and nature of certain public records. (action item)

6. Preliminary report by Deputy City Attorney on his efforts to develop materials to assist the Task Force in making factual and legal determinations. (Ernie Llorente) (information and possible action item)

7. Discussion of work program for Complaint Committee. (discussion & possible action tem)

8. Public Comment for items not listed on agenda. (discussion item)

Adjournment

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

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MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

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MINUTES*

Tuesday, August 10, 2004
4:00 p.m., City Hall, Room 406

Committee Members: Sue Cauthen, Chair; Alexandra Nickliss; David Parker

Note: First name indicates Member making motion; second name indicates Member seconding motion. All items carried unanimously except as noted.

Call to Order: 4:07 p.m.
Roll Call: All present

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/10/04

1. Approval of minutes of July 20, 2004. Approved as written (Nickliss/Parker)

   Public comment from Peter Warfield requesting that the public comment that he made under Item 6 in the July 20 Minutes be expanded to include his comment that the considerable efforts that the Complaint Committee goes through in reviewing complaints and what sections are applicable be presented to the full Sunshine Task Force.

2. Determination of jurisdiction of complaint of Peter Warfield against the San Francisco Public Library Commission for alleged inadequate minutes that were published earlier this year.

   Peter Warfield spoke in support of his complaint.

   Public comment from David Pilpel stating that for the purpose of Section 4.218 he is a friend of Michael Housh, Public Library Commission Secretary, who could not be here due to a schedule conflict. He spoke in support of the San Francisco Public Library Commission's right to provide summaries of minutes as they see fit. Individuals under Section 67.16 have the option to provide a summary of not more than 125 words for public comment and that the complainant had not done so. Anyone may review tapes of public meetings for more detailed information--audiotapes are retained according to Sunshine Law requirements. He recommended that the Complaint Committee deny this complaint based on the merits.

   Motion adopted approving jurisdiction of this complaint as outlined in the

jurisdictional letter (Parker/Nickliss).

3. Determination of jurisdiction of complaint of Peter Warfield against the San Francisco Public Library regarding alleged failure to produce records.

   Peter Warfield spoke in support of his complaint.

   Public comment from David Pilpel speaking in support of the Public Library's position on this complaint. He recommended that the Committee ask for a copy of the Public Library's written procedures for public records requests to be included in the full Task Force packet and that the jurisdictional letter be supplemented with a recommendation as to whether the complaint is sustainable based on presented facts.

   Motion adopted approving jurisdiction of this complaint as outlined in the jurisdictional letter (Nickliss/Parker).

4. Determination of jurisdiction of complaint of Peter Warfield against the San Francisco Public Library for alleged failure of a timely response to an Immediate Disclosure Request and regarding expected redaction of contact information.

   Peter Warfield spoke in support of his complaint.

   Public comment from David Pilpel speaking in support of the Public Library and questioning the validity of the complainant's Immediate Disclosure Request and the redaction process. More information is needed and the Committee should request a copy of the Immediate Disclosure Request and a copy of the response from the Library.

   Motion adopted approving jurisdiction of this complaint based on both allegations of the complainant. (Parker/Nickliss)

5. Determination of jurisdiction of complaint of John Kelly against the Department of Building Inspection for alleged failure to respond in a timely manner to a written statement as to the existence, quantity, form and nature of certain public records.

   The complainant withdrew his complaint as stated in his letter received August 10, 2004.

   Public comment from David Pilpel requesting a copy of the withdrawal letter. A copy was given to him at the meeting.

6. Preliminary report by Deputy City Attorney on his efforts to develop materials to assist the Task Force in making factual and legal determinations. (Ernie Llorente)

   Deputy City Attorney Llorente presented a memorandum/basic form to assist the Complaint Committee in making a determination of jurisdiction of a complaint to

present to the Sunshine Ordinance Task Force to help them base their conclusions.

Public comment from Peter Warfield asking for clarification as to who would be filling out the form and the basis that would be used for filling out the form.

Public comment from David Pilpel stating that the form would be an improvement to the current process but would not want to limit the Deputy City Attorney's ability to contact complainants or departments for more information. He recommended adding "Prior decisions from the Task Force on relevant issues" to the form. He recommended that the memorandum process precede the Complaint Committee hearing and that the merits of the complaint be decided rather than the jurisdiction issue. Section 67.30C of the Good Government Guide was quoted.

Motion adopted to make this item part of the Complaint Committee report and to place on the Sunshine Task Force agenda as a discussion and action item (Nickliss/Parker).

7. Discussion of work program for Complaint Committee.

Member Nickliss requested that Page 3, Number 8 of the Public Complaint Procedure be mentioned to the full Task Force starting with "Consistent with the language and spirit of the SF Sunshine Ordinance to provide the most open government possible...."

Public comment from David Pilpel quoting the Good Government Guide Section 67.30C and 67.21E regarding the Sunshine Ordinance Task Force not informing municipal offices with enforcement powers under this Ordinance and Brown Act when violations are found and should be in the future.

Public comment from Peter Warfield regarding an addendum that is not consistent with the Complaint Procedure and is unclear what the Complaint procedure is. He questioned when complaints should be turned in to the Task Force to assist the Deputy City Attorney in filling out the forms properly.

No action taken.

8. Public Comment for items not listed on agenda.

Member Parker introduced Alan Wong, a student delegate to the School Board who is interested in serving in the ex-officio seat as a member of Youth and would be submitting an application.

Public comment from David Pilpel regarding questions about his conduct. He stated that his comments made on the previous items are subject for further review and change if more information is presented.

Public comment from Peter Warfield stating that it is mentioned in the Sunshine Ordinance that the members of a body may answer questions from the public.

The meeting adjourned at 5:41 p.m.

Submitted by Donna L. Hall, Administrator

*This meeting has been audio recorded and is on file in the office of the Sunshine Ordinance Task Force.

Sunshine Ordinance Task Force

City Hall
Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
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SUNSHINE ORDINANCE TASK FORCE

COMPLAINT COMMITTEE

Agenda

NOTICE OF CANCELLATION OF MEETING OF

Tuesday, September 14, 2004

14/04
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Posted 9-8-04

Sunshine Ordinance Task Force

City Hall
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SUNSHINE ORDINANCE TASK FORCE

COMPLAINT COMMITTEE

Agenda

NOTICE OF CANCELLATION OF MEETING OF

Tuesday, October 12, 2004

Posted 10-7-04

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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

AGENDA

Tuesday, November 9, 2004
4:00 p.m., City Hall, Room 406

Committee Members: Sue Cauthen, Chair; Alexandra Nickliss; David Parker

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

8.3 Call to Order
Roll Call
9/04 Agenda Changes

1. Approval of minutes of August 10, 2004 (action item)

2. Determination of jurisdiction of complaint of Roland Sheppard against the Public Utilities Commission for alleged failure to produce records. (action item)

3. Determination of jurisdiction of complaint of Peter Warfield against the San Francisco Public Library regarding alleged failure to produce records in a timely manner. (action item)

4. Discussion and possible revision of the Public Complaint Procedures. (action item)

5. Discussion of work program for Complaint Committee. (discussion & possible action item)

6. Public Comment for items not listed on agenda. (discussion item)

Adjournment

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

1.	Complainant presents his/her facts and evidence	5 minutes
	Other parties of Complainant presents facts & evidence	Up to 3 minutes each
2.	City responds	5 minutes
	Other parties of City respond	Up to 3 minutes each
	Above total speaking time for Complainant and City to be the same	
3.	Complainant presents rebuttal	3 minutes
4.	Public comment (Excluding Complainant & City response, witnesses)	Up to 3 minutes each
5.	Matter is with the Task Force for discussion and deliberation	
6.	Vote by Task Force	

Note: Time must be adhered to
If a speaker is interrupted by questions, the interruption does not count against his/her time.

Disability Access: The hearing room is wheelchair accessible.

Chemical-Based Products: In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Cell phones, pagers and similar sound-producing electronic devices : **The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.**

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Donna Hall by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554 7724; by fax at 415 554 7854; or by email at Donna.Hall@sfgov.org.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Hall or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, http://www.sfgov.org/sunshine/

Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

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MINUTES*

Tuesday, November 9, 2004
4:00 p.m., City Hall, Room 406

Committee Members: Sue Cauthen, Chair; Alexandra Nickliss, David Parker

Note: First name indicates Member making motion; second name indicates Member seconding motion. All items carried unanimously except as noted.

The meeting called to order at 4:05 p.m.
Roll Call: Member Parker absent
Agenda Changes: None

1. Approval of minutes of August 10, 2004. Minutes approved (Nickliss/Cauthen) (Parker absent)

2. Determination of jurisdiction of complaint of Roland Sheppard against the Public Utilities Commission for alleged failure to produce records.

   Complainant Roland Sheppard spoke in favor of his complaint.

   Diane Parker, Public Utilities Commission, stated Mr. Sheppard had received all the information they had.

   Motion adopted accepting jurisdiction of this complaint. (Cauthen/Nickliss) (Parker absent)

3. Determination of jurisdiction of complaint of Peter Warfield against the San Francisco Public Library regarding alleged failure to produce records in a timely manner.

   Complainant Peter Warfield spoke in favor of his complaint.

   Motion adopted accepting jurisdiction of this complaint. (Nickliss/Cauthen) (Parker absent)

4. Discussion and possible revision of the Public Complaint Procedures.

   Committee held work session regarding the Public Complaint Procedures. This item continued for further consideration at the next meeting.

   Public comment from Peter Warfield regarding lack if perspective of complaint procedures; disagreed with some of his prior complaints going directly to the Compliance & Amendments Committee; lack of department representatives appearing at hearings; the submittal of information to the Administrator prior to hearings; concern of questions drafted by the Task Force.

5. Discussion of work program for Complaint Committee. Committee re-approved current Mission and Work Plan.

6. Public Comment for items not listed on agenda.

   Public comment from Peter Warfield regarding Library in violation of repeated complaints; concern regarding jurisdictional letters.

The meeting adjourned at 6:30 p.m.

Submitted by Donna L. Hall, Administrator

*This meeting has been audio recorded and is on file in the Sunshine Ordinance Task Force Office.

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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

AGENDA

Tuesday, December 14, 2004
4:00 p.m., City Hall, Room 406

Committee Members: Sue Cauthen, Chair; Alexandra Nickliss; David Parker

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

8.3
14/04

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of November 9, 2004 (action item)

2. Determination of jurisdiction of complaint of Luce Forward, Attorneys at Law, on behalf of Joe Cassidy, against Supervisor Maxwell's Office for alleged failure to produce complete records. (action item)

3. Determination of jurisdiction of complaint Luce Forward, Attorneys at Law, on behalf of Sean Keighran against Supervisor Maxwell's Office regarding alleged failure to produce complete records. (action item)

4. Discussion and possible revision of the Public Complaint Procedures. (action item)

5. Public Comment for items not listed on agenda. (discussion item)

Adjournment

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

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SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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	Above total speaking time for Complainant and City to be the same	
3.	Complainant presents rebuttal	3 minutes
4.	Public comment (Excluding Complainant & City response, witnesses)	Up to 3 minutes each
5.	Matter is with the Task Force for discussion and deliberation	
6.	Vote by Task Force	

Note: Time must be adhered to
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SUNSHINE ORDINANCE TASK FORCE
COMPLAINT COMMITTEE

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MINUTES*

Tuesday, December 14, 2004
4:00 p.m., City Hall, Room 406

Committee Members: Sue Cauthen, Chair; Alexandra Nickliss; David Parker

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order: 5:10 p.m.
Roll Call: Parker absent
Agenda Changes: None

1. Approval of minutes of November 9, 2004. Approved. (Nickliss/Cauthen) (Parker absent)

2. Determination of jurisdiction of complaint of Luce Forward, Attorneys at Law, on behalf of Joe Cassidy, against Supervisor Maxwell's Office for alleged failure to produce complete records.

   Justin Allamano, representing the Complainant, spoke in support of this complaint. Motion adopted approving jurisdiction. (Nickliss/Cauthen) (Parker absent)

3. Determination of jurisdiction of complaint Luce Forward, Attorneys at Law, on behalf of Sean Keighran against Supervisor Maxwell's Office regarding alleged failure to produce complete records.

   Justin Allamano, representing the Complainant, spoke in support of this complaint. Motion adopted approving jurisdiction. (Nickliss/Cauthen) (Parker absent)

4. Discussion and possible revision of the Public Complaint Procedures. Continued to next meeting.

5. Public Comment for items not listed on agenda. None

The meeting adjourned at 5:38 p.m.

Victor Young, Committee Clerk

*This meeting has been audio recorded and is on file in the Sunshine Ordinance Task Force Office.

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